



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 the Annual Meeting of the Council taking place at Longwick
Village Hall on Tuesday 17th May 2022 at 7.30pm.**

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. Election of the Chairman to the Council and to receive the Chairman's Declaration of Acceptance of Office
2. Election of the Vice-Chairman to the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. Welcome and Apologies for Absence
4. To Receive any Declarations of Interest
5. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 19th April 2022
6. To appoint representatives on the under mentioned bodies / groups:
 - a. Community Boards
 - b. Monks Risborough and Princes Risborough Parochial Charities
7. Review and adoption of standing orders and financial regulations
8. Review of Current Policies
9. To consider and approve new Parish Council Risk Assessment
10. Update from Buckinghamshire Councillors
11. To receive Matters arising not otherwise on the Agenda for Information Only
12. Planning Applications
 - a. To consider New Planning Applications
 - b. To Receive Notice of Planning Applications Approved
 - c. To Receive Notice of Planning Applications Refused
13. To receive an update on Jubilee celebrations
14. To receive an update on Traffic Calming project
15. s.106
16. To note accounts for payment in accordance with the budget
17. To note end of year accounts
18. To review Internal Auditor recommendations and report
19. Annual Governance and Accountability Return (AGAR)
 - To consider, complete and approve section 1
 - To consider and approve section 2
 - To approve Elector Rights of Inspection dates commencing Wednesday 1st June 2022 to Thursday 14th July 2022

20. To review quote for War Memorial Steps
21. To consider where the tree's which are being donated as part of the 1000 tree's project will be placed
22. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
23. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
24. To consider agenda items for the next meeting
25. To confirm the dates and times of Parish Council Meeting for the ensuing year.
The Parish Council meet on the third Tuesday of the month at Longwick Village Hall starting at 7.30pm
21st June 2022
19th July 2022
August – no meeting
20th September 2022
18th October 2022
15th November 2022
20th December 2022
17th January 2023
21st February 2023
21st March 2023
18th April 2023 – Annual Meeting of the Council starting at 7pm followed by the Parish Council meeting



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

11th May 2022



Longwick-cum-Ilmer
Parish Council

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 19TH APRIL 2022 AT 8.35PM AT LONGWICK VILLAGE HALL**

Due to the Annual Parish Meeting running overtime the Parish Council Meeting Started at 8.35pm.

PRESENT

Cllr Val McPherson BEM (Chair)

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

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting
2. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 15TH MARCH 2022:**
Approved by all Councillors.
3. **DECLARATIONS OF INTEREST:** None
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. The Buckinghamshire Councillors had provided an update and answered questions within the Annual Parish Meeting therefore no further update required.
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:** None
6. **TO RECEIVE AN UPDATE ON KISSING GATES**
 - a. Cllr Richards stated that the kissing gate on footpath 16 has been completed today and this item can now be removed from future agendas.
 - b. Discussions were had on the broken stile and dangerous bridge over the stream which enters onto the playing field. The Clerk confirmed that both issues had been reported to Rights of Way. Clerk to follow up as to when action will be taken. **Action: Clerk**
7. **PLANNING**

The following new applications were reviewed and discussed:
22/05569/FUL: Conifers Longwick Road Longwick: No comment to make submitted
22/05653/FUL: Waterspring House Meadle Village Road Meadle: No comment to make submitted
22/05689/LBC: Waterspring House Meadle Village Road Meadle: No comment to make submitted
22/05612/FUL: Orchard Farm Meadle Village Road Meadle: No comment to make submitted
22/05584/LBC: Orchard Farm Meadle Village Road Meadle: No comment to make submitted
22/05815/FUL: 26 Wayfarers End Longwick: No comment to make submitted

The following applications status has changed:
22/05577/MINAMD: Hill View Longwick Road Longwick: Application Permitted
22/05187/FUL: 4 Lower Icknield Way Longwick: Application Permitted
22/05273/ADV: Chadwell Hill Farm Lower Icknield Way Longwick: Application Permitted
21/06286/REM: Land to The South of Rose Farm Thame Road: Application Permitted

A concern was raised with the development at Rose Farm which has changed builders to Miller Homes and whether they are aware of the Parish Council's lighting policy which is within the Neighbourhood Plan. Cllr McPherson stated that the Risborough Ward Councillors are attempting to arrange a meeting with Miller Homes and will ask for this to be discussed. **Action: Cllr McPherson**
8. **TO RECEIVE AN UPDATE ON JUBILEE CELEBRATIONS:**
 - a. Cllr McPherson reported that a meeting is scheduled of the Jubilee Working Group for Tuesday 26th April so there will be an update at the next Parish Council meeting.

9. TO RECEIVE AN UPDATE ON TRAFFIC CALMING PROJECT:

- a. Cllr McPherson reported that a meeting is scheduled with the Risborough Ward Councillors to discuss proposals. Once this has taken place a meeting will be arranged with the Buckinghamshire Cabinet Member for Transport.

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

The following payments were presented for approval.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£591.97		£591.97	Salary plus backpay
Tracey Martin	£112.22		£112.22	Mobile Top up, Home Allowance,
				Jubilee Costs
Longwick School	£35,000.00		£35,000.00	Grant
DCK Payroll Solutions	£25.00	£5.00	£30.00	Payroll Processing March
HMRC	£47.40		£47.40	PAYE
Shield Management	£143.00	£28.60	£171.60	Bin Emptying
Print Now	£531.00		£531.00	Printing newsletter and leaflets
BMKALC	£45.00		£45.00	S106 & CIL Training
Wel Medical	£425.00	£85.00	£510.00	Defib Cabinet
JSG Handyman	£571.00	£571.00		Village entry gate, treating Noticeboard, garage roof repairs

The Clerk also reported the below invoice for payment which had been received after the agenda has been circulated.

Orchard View Farm	£35.40	£2.08	£37.48	Hire of mtg room & refreshments
Total	£37,526.99	£120.68	£37,647.67	

The following invoices have been already been paid as previously approved

Robert Kirby	£14,585.83	£2,917.17	£17,503.00	2 nd stage payment
Robert Kirby	£14,585.83	£2,917.17	£17,503.00	3 rd stage payment

All payments were approved.

11. TO APPROVE THE APPOINTMENT OF EVERYTHING FIGURES FOR MONTHLY PAYROLL:

- a. All Councillors were in favour of approving

12. TO APPROVE THE QUOTE FROM SCRIBE TO MOVE FROM EXCEL ACCOUNTS TO ONLINE:

- a. Discussions were had and all Councillors were in favour of approving Scribe at an annual cost of £288 plus VAT and an initial set up fee of £197. Clerk to arrange. **Action: Clerk**

13. TO DECIDE WHETHER TO PURCHASE PICNIC BENCHES FOR THE PLAYGROUND AS RECOMMENDED BY SCHOOL PUPILS:

- a. Discussions were had on whether picnic benches were required and where they would be placed. A vote was taken and the majority of Councillors were in favour of approving the purchase of three benches from Futurform at a cost of £1290 plus VAT. It was also approved to allocate £500 for the installation and supply of paving slabs.

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:

- a. Cllr McPherson reported that land had been found at Orchard View Farm and initially everything will be funded by the North West Chilterns Community Board and the ongoing cost in two-three years for the Parish Council would be the purchase of seeds. Cllr McPherson asked Councillors if they would be happy for the Parish Council logo to be used on an advert looking for a volunteer gardener for the initiative. Questions were raised on who would obtain the insurance and whether DBS checks would be required.

A vote was taken and all Councillors were in favour of the initiative in principle and are happy for the Parish Council logo to be used in conjunction with the North West Chiltern Community Board to look for a volunteer gardener.

15. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL**
 - a. The Clerk stated that correspondence had been received from NALC asking for any issues which the Parish Council would like the Committee to raise. No issues were raised so nothing to report.
 - b. The Clerk reported that a request had been received from a hirer of the Village Hall requesting the use of the Playing Field on the 25th June 22. Councillors approved the request.
16. The Clerk had received correspondence from a resident who had raised concerns regarding the anti-social behaviour of some children on the playing fields who were seen climbing on the roof of the pagoda. The same resident had also requested that the Parish Council send a reminder about music and electric scooters. Discussions were had and all Councillors felt that there was no action required.
17. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
18. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Agenda items to be emailed to the Clerk.
19. **DATE OF NEXT MEETING – The Annual Meeting of the Council will be held on 17th May 2022 at Longwick Village Hall starting at 7.30pm.**

There being no further business the meeting closed at 9.50pm

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

7: REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

There have been no amendments to the adopted versions on the website but we need to approve them annually.
<https://longwickcumilmer.org.uk/policies>

8: REVIEW OF CURRENT POLICIES

Current policies can be found on the Parish Council website: <https://longwickcumilmer.org.uk/policies>
There have been no amendments since last approve so will just need reapproving.

9: RISK ASSESSMENT ATTACHED SEPARATELY

16: PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£510.72		£510.72	Salary
Tracey Martin	£25.00	£1.00	£26.00	Mobile Top up, Home Allowance
HMRC	£26.40		£26.40	PAYE
BMKALC	£274.66		£274.66	NALC and BALC Subs Starboard
Systems (Scribe)	£485.00	£97.00	£582.00	Scribe accounting 22-23 and set up
PRTC	£319.50	£63.90	£383.40	Devolved Services Grass Cutting Mar
DCK Payroll Solutions	£25.00	£5.00	£30.00	Payroll including end of year
Kevin Wharton Fencing	£410.00		£410.00	Kissing Gate Installation
Everything Figures	£125.00		£125.00	Payroll for Apr22-Mar23
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
IAC Audit	£150.00	£30.00	£180.00	Internal Audit 2021/2022
PRTC	£282.49	£56.50	£338.99	Devolved Services Grass Cutting Apr
Total	£2777.77	£281.00	£3058.77	
Approved Payments Made				
Robert Kirby	£14,585.83	£2,917.17	£17,503.00	4th stage payment made 14/04/22
Robert Kirby	£4,166.67	£833.33	£5,000.00	Final stage payment (£3948 inc VAT snagging payment due in 3 months)
Printed4You Ltd	£766.08	£153.22	£919.30	Mugs for Jubilee Event 03/05/22
Total	£19,518.58	£3,903.72	£23,422.30	
Standing Orders / Direct Debits				
EDF Energy	£20.00		£20.00	Electricity monthly payment
Nest	£29.72		£29.72	Pension Contribution
Total	£49.72		£49.72	

17: TO NOTE YEAR END ACCOUNTS:

Longwick Cum Imer Parish Council

DATE: 31/03/22

Bank Reconciliation to date

Cash book Balance Brought forward		
	01/04/2021	456,208.57
	Receipts Year to date	90,012.71
	Payments Year to date	<u>119,534.45</u>
		426,686.83
Current Account	Bank statement	9,814.43
Deposit Account	Bank statement	166,809.01
Savings Account	Redwood	85,000.00
Savings Account	Nationwide	80,000.77
Savings Account	Hampshire Trust	85,000.00
	Interest transferred Redwood to Lloyds	<u>62.62</u>
	Total unrepresented	62.62
		<u>426,686.83</u>
difference		0.00

General Reserve Brought Forward	£	48,719.81
Precept Received	£	30,250.00
Other income excl CIL	£	5,651.77
VAT refunds From March 2021)	£	8,624.29
Payments net of VAT (excluding CIL)	-£	36,092.66
VAT on payments	-£	15,847.98
Current General Reserve	£	41,305.23

CIL Reserve Brought Forward	£	407,488.76
CIL Receipts	£	45,486.65
CIL Payments	-£	67,593.81
Balance Remaining	£	385,381.60

VAT ON PAYMENTS	£	15,847.98
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TOTAL RESERVES	£	426,686.83
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Cash in Bank
Difference

£
426,624.21

£ 62.62

This is due to the interest being transferred from Redwood on the 31st March but not being receiving into Lloyds account until the 1st April.

Budget Comparison Year to Date

	BUDGET	To Date	Variance
Admin			
Salaries	6,600.00	6,062.56	537.44
HMRC / Pension Contributions	700.00	478.89	221.11
Home Allowance	260.00	255.00	5.00
Admin General	2,112.00	6,101.86	-3,989.86
Electricity	108.00	212.96	-104.96
Payroll Processing	300.00	375.00	-75.00
Election Costs	2,500.00	222.33	2,277.67
Audit Fees	180.00	550.00	-370.00
Village Halls for Meetings	220.00	220.00	0.00
Insurance	800.00	782.29	17.71
Training	200.00	90.00	110.00
Website	129.99	129.99	0.00
CCTV SIM Rental	0.00	249.97	
Newsletter	2,000.00	1,738.05	261.95
	16,109.99	17,468.90	-1,108.94

	BUDGET	To Date	Variance
Maintenance			
Devolved Services	4,500.00	3,200.30	1,299.70
Maintenance	12,000.00	3,403.30	8,596.70
Risk Ass	204.00	113.00	91.00
Playground / Equipment			
Repairs	0.00	3,117.90	-3,117.90
Grass Hedges & Trees	500.00	2,437.13	-1,937.13
Bins	2,880.00	2,319.00	561.00
	20,084.00	14,590.63	5,493.37

	BUDGET	To Date	Variance
GRANTS & SUBS			
Grants & Donations	2,000.00	3,771.13	-1,771.13
Subs	250.00	262.00	-12.00
	2,250.00	4,033.13	-1,783.13

	BUDGET	To Date	Variance
CAPITAL PROJECTS			
CIL PROJECTS		67,593.81	-67,593.81
		0.00	0.00
	0.00	67,593.81	-67,593.81

Total **103,686.47** **-64,992.51**

18: TO REVIEW INTERNAL AUDIT REPORT AND RECOMMENDATIONS

Full report attached separately, below summary of recommendations:

- 1) The Council should consider adopting a formal accounting system: Actioned, Scribe is now being used.
- 2) Minutes to be initialled on each page and last page signed: There was an oversight on one set of minutes where initials hadn't been completed on each page. Action, ensure minutes are initialled and signed accordingly.
- 3) Risk Assessment required: Listed for approval earlier in meeting.
- 4) Internal Controls: As per number 3
- 5) Amendment required to accounting statement: Actioned and amended by Clerk
- 6) Accounting statements box 3: Actioned and amended by Clerk
- 7) Trial balance agrees to draft accounting statement: Actioned and amended by Clerk

19: AGAR

Attached separately is the AGAR which will need to be approved.

The Parish Council will need to answer no to box as we did not have a current Risk Assessment.

Longwick cum Ilmer Accounting statements

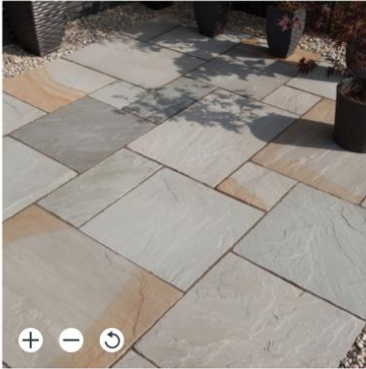
	2020-21	2021-2022
Box 1 Balance brought forward	487,941.49	464,832.86
Box 2 Precept	30,250.00	30,250.00
Box 3 Total other receipts	126,008.00	51,138.42
Box 4 Staff Costs	8,122.00	6,541.45
Box 5 Loans / capital repayments	0.00	0.00
Box 6 All other payments	171,244.63	97,145.06
Box 7 Balance carried forward	464,832.86	442,534.77
Box 8 Value of cash & investments	456,208.57	426,686.83
Difference between Box 7 and Box 8		
VAT Debtor reclaimed March 22	8,624.29	15,847.94

20: TO CONSIDER QUOTES FOR WAR MEMORIAL STEPS

Quote 1:

- a. Dig out ground
- b. Form small concrete footing for new steps
- c. Construct base of steps in brick
- d. Lay Yorkstone type paving slabs to steps (or similar) – as per the below photo.
- e. Point up steps
- f. Make good to surrounding ground.

Total Cost: £2,125.00 + VAT



York stone – Type Paving

Quote 2 :

To install 3x steps 1m wide including a small brick retaining wall to hold back soil when it rains £545.

21: TO CONSIDER WHERE THE TREE'S WHICH ARE BEING DONATED AS PART OF THE 1000 TREE'S PROJECT WILL BE PLACED

Information for Buckinghamshire Officer coordinating the project:

The trees will be available for collection at the end of November. I'll be in touch closer to the time to check preferred species and quantity.

There are about 700 unallocated trees available across the species list below. Most are whips, but there are some 2m+. beech, oak, plus others. Some will be lost over the summer, especially if it's hot and dry.

Sorry but they haven't been supplied with canes or guards.

Carpinus betulus	Hornbeam
Crataegus laevigata	English Hawthorn
Crataegus monogyna	Common Hawthorn
Euonymus europaeus	Common Spindle
Fagus sylvatica	Common Beech
Frangular Alnus	Alder Buckthorn
Ilex aquifolium	Holly
Alnus glutinosa	Common/Black Alder
Quercus petraea	Sessile Oak
Quercus robur	Pedunculate Oak
Rhamnus cathartica	Common Buckthorn
Salix caprea	Pussy Willow
Sorbus aria	Whitebeam
Sorbus torminalis	Wild Service Tree
Ulmus glabra	Wych Elm
Ulmus procera	Common Elm
Viburnum lantana	Wayfaringtree Viburnum
Viburnum opulus	European Cranberry

22: CORRESPONDENCE:

For information the Clerk had received the following correspondence:

1. Building activity happening at the Childrens Memorial Garden and the number of lorries going onto site and the noise associated with building. The lawfulness of the garden without planning by destroying a sizable old agricultural turf field and replacing it with man made membrane and bark and a few bulbs and plants.

I responded that the resident should report any issues through the enforcement portal and also provided details of the Risborough Ward Councillors as this issue had been raised with them at the APM.

2. Dangerous parking on the junction of The Green and Thame Road. The vehicle was so far into Thame Road and across both sides of the road I couldn't actually drive onto Thame Road. The owner of the van was in the shop buying refreshments. It makes it impossible to get out of the road safely in the mornings on the way to work as people park over this junction, and on both sides and on Thame Road, often in the shop buying their breakfast or their lunch for the day, and it is similar coming home. I am writing to the Parish Council to raise this issue as the parking for the shop is out of control and causing dangerous situations. I raised this when completing the transport survey. There was a large crash there about 6 months ago and I believe this was the first of many. I know the Parish Council are almost powerless in what they can do about it but I would like them to take up this point, on behalf of the residents, with bodies who are able to do something about it.

I responded suggesting that he report to TVP and Buckinghamshire Council and provided links to report the dangerous parking.