



*Longwick-cum-Ilmer
Parish Council*

LONGWICK PARISH COUNCIL

**Cllr McPherson (Chairman), Cllr Myers (Vice Chairman), Cllr Rogers,
Cllr Richards and Cllr Barter**

**You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall
on Tuesday 19th December 2023 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.

125. Welcome and Apologies for Absence
126. To Receive any Declarations of Interest
127. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21st November 2023
128. Update from Buckinghamshire Councillors
129. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
130. To reconsider Grant Application: Longwick Evening WI – Carol Concert
131. To note accounts for payment in accordance with the budget
132. To consider and approve draft budget for 2024/2025
133. To consider and approve precept for 2024-2025
134. To appoint Internal Auditor for 2024-2025
135. To approve costs associated with a review of the Neighbourhood Plan
136. To approve Devolved Services Contractor and associated costs
137. To approve a Parish Council, Drop-In session for February
138. To consider appointing a Parish Council representative onto the Village Hall committee
139. To note Clerk's actions under delegated authority
140. To note Annual RoSPA report and authorise the Clerk to obtain quotes for recommended work
141. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
142. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
143. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting:
16th January 2024 at 7.30pm at Longwick Village Hall

Tracey Martin
Clerk, Longwick Parish Council

13th December 2023

MINUTES FOR APPROVAL:



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 21ST NOVEMBER 2023 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Val McPherson BEM (Chairman), Richard Myers (Vice Chairman), Alex Barter, Jane Rogers and Brian Richards
Buckinghamshire Councillor: Gary Hall
Seven members of the public

Representatives from the Oxford Diocesan Bucks School Trust addressed the Council with regards to planning application: 23/07583/CLP for which a certificate of lawfulness has been submitted. The representative read out an email which had been submitted to the Parish Council ahead of the meeting.

Questions were raised by Councillors as to where the Head Office will be for the Oxford Diocesan Bucks School Trust, the longevity given the condition of the building and access / parking issues. Planning application comment will be considered later in the meeting.

A resident of Bledlow addressed the Council requesting support from the Parish Council in reinstating footpath BCS81/1 in Bledlow which will be discussed under agenda item 117. A paper had been submitted to the Parish Council ahead of the meeting which had been published with the meeting pack. A decision will be made later in the meeting.

A resident raised the following concerns:

Action points raised at meetings are not followed up on at the next meeting.

Item 115 draft budget, can only see CIL expenditure of traffic calming but not what other projects are happening.

Item 121: Relocation of rotunda. There is a proposal to spend £2000 and the resident asked what the rationale for moving the rotunda was, where it is being considered to move it too and does relocating it remove any issues.

Drop-in session – the resident felt that the session was not advertised well enough. Cllr McPherson stated that it had been advertised on Facebook, the Parish Council website, the two noticeboards in the village and also in the shop.

- 108. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received from the Clerk. Cllr McPherson reported that because of the absence of the Clerk the meeting would be recorded and once the minutes have been typed the recording will be deleted.
- 109. DECLARATIONS OF INTEREST:** Cllr Rogers declared an interest Owlswick Village Green, item 119 on the agenda. It was agreed that Cllr Rogers would not comment on this item.
- 110. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 17TH OCTOBER 2023:** The minutes were approved by all Councillors and the minutes were signed.
- 111. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR GARY HALL:**
- a. Buckinghamshire Council is currently working on their budget.
 - b. Issues with street lights being out in the Parish has been reported to Buckinghamshire Council.
 - c. Resurfacing of Lower Icknield between Longwick and Chinnor will be commencing shortly. It was confirmed that the first part of the works is within the Parish.
 - d. Owlswick Village Green is a positive outcome for residents.
 - e. Attended the Remembrance Day Service on the 11th and felt that it was encouraging to see such a good turnout. Buckinghamshire Councillors and the local MP had noticed that the railings around the war memorial needed some maintenance and kindly volunteered to have these repainted in the spring. Cllr Myers stated that there are some rot concerns with the railings which will need to be addressed first.
 - f. Cllr Barter stated that was aware that footpath clearing had taken place between Longwick and Risborough and asked why was it not done between Longwick and Ilmer. Cllr Hall will discuss with the Local Area Technician.
Action: Cllr Hall
 - g. Cllr Rogers raised a concern with the hoarding along the Lower Icknield Way which had been reported previously to Cllr Turner. Cllr Hall will follow up. **Action: Cllr Hall**

h. Cllr Myers asked for an update on Bar Lane Road markings. Cllr Hall will follow up. **Action: Cllr Hall**

Cllr Hall left the meeting

112. PLANNING:

The following new applications were reviewed, discussed and comments approved.

23/07407/FUL: Chadwell Hill Farm Lower Icknield Way: Longwick cum Ilmer Parish Council object to this planning application as there is to our knowledge no authorised vehicle access onto Owlswick Lane only a small pedestrian gate which a car could not fit through.

As well as the above the stables are relatively new, and if given consent could set a dangerous precedent for people to apply for permission for stables with the intention of applying for conversion to a dwelling at a later date.

23/07268/FUL: 7 Sportsman's Way Longwick: No comment to make on this application.

23/07517/ADRC: Land to South of Rose Farm Thame Road: For information only, no comment required

23/07562/ADRC: Barn Longwick Mill Lower Icknield Way: For information only, no comment required

23/07571/FUL: Dunster Chestnut Way Longwick: No comment

23/07583/CLP: 8 The Green Longwick: Further discussions required and comment will be submitted under delegated authority

23/07612/FUL: 10 Farmers Way Longwick: No comment to make on this application.

All comments were approved.

The following applications status has changed:

23/07386/MINAMD: Twyn Elms Thame Road Longwick: Application withdrawn

23/07215/CTREE: 1 The Cottages Owlswick: Not to make a tree preservation order

23/07216/CTREE: 2 The Cottages Owlswick: Not to make a tree preservation order

23/05231/FUL: Ivy Farm Lower Icknield Way Longwick: Application refused

23/05638/FUL: Wellington House Lower Icknield Way Longwick: Application refused

23/07197/FUL: 19 Walkers Road Longwick: Application permitted

23/07248/MINAMD: Land to South of Rose Farm Thame Road: Application permitted

23/07449/CTREE: Appletrees Meadle Village Road Meadle: Not to make a tree preservation order

113. TO NOTE ACCOUNTS FOR PAYMENT IN ACCORDANCE WITH THE BUDGET:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	PAYE
TEEC	£129.99	£26.00	£155.99	Hosting domain and website
St Dunstans Church	£30.00		£30.00	Room Hire NP Mtg
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Total	£1,058.29	£54.60	£1,112.89	

CashPlus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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Direct Debits / Standing Orders

EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution

Receipts

Buckinghamshire Council	£100,547.88	£100,547.88	21/08089/VCDN - Old Berkeley House and 21/08785/VCDN - Land to the South of Rose Farm
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All payments were approved.

114. **TO NOTE NJC PAY SCALE INCREASE:** Noted and that it will be backdated and processed within December / January payroll.

115. **TO CONSIDER DRAFT BUDGET FOR 2024/2025:** It was agreed to defer this item to December.

116. **TO CONSIDER GRANT APPLICATION: LONGWICK EVENING WI – CAROL CONCERT:** Discussions were had on the grant application where £120 was requested from the Parish Council. After discussions Councillors resolved that the WI would need to submit new a grant application for a lower amount around £80 which would be looked at favourably at the December meeting.

117. **TO CONSIDER REQUEST TO SUPPORT THE REINSTATEMENT OF FOOTPATH BCS81/1:** Councillors had received a brief to consider ahead of the meeting which had been circulated in the meeting pack. All Councillors were in agreement to support the reopening of the footpath. Cllr Rogers suggested the group get in touch with Chiltern Society.
118. **TO CONSIDER WHETHER A NEIGHBOURHOOD PLAN REVIEW IS REQUIRED AND APPROVE ANY ASSOCIATED COSTS:** All Councillors had attended a workshop – Cllr Richard proposed that a Neighbourhood Plan review takes place, that the services of Louise Thomas are engaged and grants are applied for to support the Parish Council. It was agreed that the Clerk would apply for the grant. As the associated costs had been received late in the day these will be approved at the December meeting.
119. **TO APPROVE LEGAL FEES FOR THE ADOPTION OF OWLSWICK GREEN:** Costs had been received of £2.5-3K for the Memorandum of Understanding and final adoption of the land. Councillors voted and all councillors were in favour of proceeding with Lightfoot’s acting as the Parish Council Solicitor.
120. **TO CONSIDER PERMANENT SPEEDWATCH SIGNAGE:** Discussions were had on the options which had been provided. It was resolved by all Councillors to order 4 x landscape 1000mm x 250mm permanent signs to be placed on the entrance gate to the Parish. Planters will not be moved.
121. **TO CONSIDER QUOTES TO REMOVE / RELOCATE THE ROTUNDA:** Quotes had been circulated ahead of the meeting. It was clarified that the reason for considering moving or relocating is because it is not being used for the intended purpose and is attracting anti-social behaviour. After discussions it was resolved to remove the rotunda and reinstate the ground to grass at a cost of £1150 plus VAT.
122. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:** None received to report on.
123. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Barter provided Councillors with an update on the drop-in surgery that her and Cllr Richards had organised on Saturday 18th November. It was felt that the session was beneficial and another will be arranged early next year.
124. **TO CONSIDER AGENDA ITEMS AND CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** Send agenda items through to the Clerk via email. The next meeting will be on Tuesday 19th December 2023 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 8.45pm

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

GRANT APPLICATION – WI SUPPORTING INFORMATION

Full application attached separately.

2022 requested £75.00 as the WI were holding a surplus of £37.90 from 2021. Actual expenditure last year was £111.99. Amount granted by the Parish Council £74.09.

Approximate anticipated spend for 2023:

£30 on laminated posters

£40.00 on mulled wine

£20.00 on mince pies squash and biscuits

£25.00 on paper cups suitable for hot drinks and for children's drinks.

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£668.10		£668.10	Clerk Salary
HMRC	£87.20		£87.20	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Daniel Hounslow	£480.00		£480.00	Clearing growth around stream
Sign Wizzard	£229.04	£45.81	£274.85	Speedwatch Signs
Glasdon	£170.16	£34.03	£204.19	Bin to replace damaged bin
PRTC	£669.33	£133.87	£803.20	Playing field and Ilmer Grass Cutting
Total	£2446.83	£242.31	£2689.14	
Direct Debits / Standing Orders				
EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution

TO CONSIDER AND APPROVE PRECEPT FOR 2024-2025

These are examples only:

Option 1 – Band D tax remains the same and the precept would be £35,293.31 which would be an increase of £710.33 on 2023-2024.

Input 1

Select your Organisation using the drop down Box in the Pink Box
 Parish

Input 2

Enter either your proposed Precept Demand **D11** or Band D
 Council Tax for 2024/25 **D13**

Precept
 Or
 Band D Tax (Estimated)

Table - Summary of Results		Do not enter data below		
Year	2023-24	2024-25	Difference	
Precept	£34,582.98	£35,293.31	£710.33	
Income	£34,582.98	£35,293.31	£710.33	
Tax Base	929.9	949.00	19.10	
Band D Tax (Estimated)	£37.19	£37.19	0.00%	

Option 2 – An increase of £1,000 resulting in a precept of £35,582.98 and an increase on Band D of 0.83%

Input 1

Select your Organisation using the drop down Box in the Pink Box
 Parish

Input 2

Enter either your proposed Precept Demand **D11** or Band D
 Council Tax for 2024/25 **D13**

Precept
 Or
 Band D Tax (Estimated)

Table - Summary of Results		Do not enter data below		
Year	2023-24	2024-25	Difference	
Precept	£34,582.98	£35,582.98	£1,000.00	
Income	£34,582.98	£35,582.98	£1,000.00	
Tax Base	929.9	949.00	19.10	
Band D Tax (Estimated)	£37.19	£37.50	0.83%	

Option 3 – An increase of £2,000 resulting in a precept of £36,582.98 and an increase on Band D of 3.66%

Input 1

Select your Organisation using the drop down Box in the Pink Box
 Parish

Input 2

Enter either your proposed Precept Demand **D11** or Band D
 Council Tax for 2024/25 **D13**

Precept
 Or
 Band D Tax (Estimated)

Table - Summary of Results		Do not enter data below		
Year	2023-24	2024-25	Difference	
Precept	£34,582.98	£36,582.98	£2,000.00	
Income	£34,582.98	£36,582.98	£2,000.00	
Tax Base	929.9	949.00	19.10	
Band D Tax (Estimated)	£37.19	£38.55	3.66%	

TO APPOINT INTERNAL AUDIT FOR 2024-2025

The fee for Longwick cum Ilmer Parish Council would be £250.00 based on the below scale of fees.

5. Fees and Charges

Fees based on Precept or projected income and expenditure - whic

Precept / Income or Expenditure	Fees 2023 – 2024
Under £25,000	£200.00
£25,001 - £50,000	£250.00
£50,001 - £100,000	£300.00
£100,001 – £150,000	£350.00
All above includes: <ul style="list-style-type: none">• Initial Internal Audit meeting and• an autumn review via Zoom	

TO APPROVE COSTS ASSOCIATED WITH A REVIEW OF THE NEIGHBOURHOOD PLAN:

Quote received from Thomas Design and Regeneration:

- Attending Steering Group meetings throughout - £1,500
- Gathering and presenting a new evidence base - £6,000. This should be the focus of activity for the new couple of months in readiness, and in more depth and updating what Tibbalds did before.
- Responding to Bucks Council's Strategic Growth Options (and any speculative development planning applications) - £3,000 – due to be published in Spring 2024.
- **Undertaking the full NP process from drafting new policies and reports, undertaking public consultation and working with the Examiner to handover to Bucks Council - £11,000. This could start in 2024 or later depending on Bucks Council's Local Plan timing.**

Grant applications will be made for funding for the above costs

136: TO APPROVE DEVOLVED SERVICES CONTRACTOR AND ASSOCIATED COSTS:

PRTC have increased increase their hourly rate charge to £25.52 per hour with effect from 1/4/2024.

This is a 6.8% increase on last year's figures and takes into consideration the increase in fuel costs, personnel costs and servicing of the equipment.

140: TO NOTE CLERK'S ACTIONS UNDER DELEGATED AUTHORITY

The Clerk has ordered a replacement bin for the one that was damaged by fireworks at a cost of £204.19 inclusive of delivery and VAT.

Installation of above-mentioned bin and removal / disposal of old bin: £215

Repair / replacement of garage fascia: £170

CORRESPONDENCE, REPORTS ETC

The Clerk has received confirmation that Owlswick Village Green has been registered as an Asset of Community Value.