



*Longwick-cum-Ilmer
Parish Council*

LONGWICK PARISH COUNCIL

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

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall on Tuesday 18th July 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.

57. Welcome and Apologies for Absence
58. To Receive any Declarations of Interest
59. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 20th June 2023
60. Update from Buckinghamshire Councillors
61. To receive Matters arising not otherwise on the Agenda for Information Only
62. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
63. To note accounts for payment in accordance with the budget
64. To note quarter 1 accounts
65. To consider adopting the NW Chiltern Community Garden Project
66. To consider signing up to the Civility and Respect Pledge
67. To consider grant application from Bubblewrap After School Club
68. To consider quotation for grass cutting contract
69. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
70. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
71. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting: 19th September 2023 at 7.30pm at Longwick Village Hall

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

12th July 2023

MINUTES FOR APPROVAL:



Longwick-cum-Ilmer
Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 20TH JUNE 2023 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT

Cllr Val McPherson BEM, Richard Myers, Alex Barter, Jane Rogers, Brian Richards and Tracey Martin (Clerk)

Buckinghamshire Councillor: Alan Turner

- 38. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received and accepted from Cllr van Apeldoorn.
- 39. DECLARATIONS OF INTEREST:** Cllr McPherson and Cllr Rogers declared an interest in planning application 23/06112/FUL. Cllr Barter declared an interest in agenda item 51. It was agreed that these were personal interests and that Councillors could speak on the matter, take part in discussions and vote.
- 40. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 16TH MAY 2023:** The minutes were approved by all Councillors and the minutes were signed.
- 41. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- Cllr Turner stated that following an accident on Stockwell Lane which had been reported last month, Cllr Walsh and Cllr Turner had attended the site and met with a couple of residents and it has been agreed that a highways officer will do a site inspection for ideas and suggestion on traffic calming. The residents which they had met with were supportive of the Parish Councils transport plans.
 - Concerns were raised regarding the verges in Owlswick which have been cut up to the 30mph sign where it then stops and the cutting restarts when out of the 30mph zone. Alongside this, reports were made that the Lower Icknield Way has not been cut, grass around the village entrance gates has not been cut and neither has under the bridge on the Lower Icknield Way. Cllr Turner will discuss with the appropriate Buckinghamshire Council Officer. The Clerk also suggested that these be reported on FixMyStreet in the first instance.
 - An update was requested on the heap of rubbish in Askett, Cllr Turner stated that enforcement are still in discussions on this matter.
 - An update was requested on the footpath on the layby on Thame Road which is being damaged by lorries turning and has been reported on FixMyStreet and to Buckinghamshire Councillors. Cllr Turner will look into and provide an update.
Action: Cllr Turner
- 42. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:** The Clerk reported the following spend under delegated authority:
Installation of the Community Bench by at a cost of £320.
Bag of seed and levelling to be laid when pile by garage is removed £130
Bricks around the flag pole £75
Clearance around village entrance gates £60
- 43. PLANNING:**
The following new applications were reviewed, discussed and comments approved.
23/06112/FUL: Orchard View Farm Stockwell Lane Little Meadle: No comment
23/06195/FUL: 3 Wayfarers End Longwick: No comment
23/06421/ADRC: Horsenden Manor Horsenden Lane: For information only, no comment required
23/06269/CLP: Royston Thame Road Longwick: No comment
23/06432/ADRC: Rose Farm Thame Road Longwick: For information only, no comment required
- All comments were approved.
- The following applications status has changed:
23/05093/FUL: 9 Ivy Close Longwick: Application Permitted
23/05071/FUL: 40 Walnut Tree Lane Longwick: Application Permitted

22/06880/ADRC: Old Berkeley House (Shoulder of Mutton) Owlswick: Part Allow Part Refuse
 22/08224/ADRC: Old Barclay House Owlswick: Permit - detail Reserved by Condition
 23/05630/ADRC: Plots 4 & 5 Askett Village Lane Askett: Permit - detail Reserved by Condition
 23/06188/ADRC: Old Barclay House Owlswick: Permit - detail Reserved by Condition
 23/05660/ADRC: Hill View Longwick Road Longwick: Permit - detail Reserved by Condition
 23/05973/MINAMD: Bumpers Farm Ilmer Lane Ilmer: Application Permitted

44. TO NOTE MAY PAYMENTS FOR APPROVAL:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£668.10		£668.10	Clerk Salary
HMRC	£87.20		£87.20	PAYE
SLCC	£93.50		£93.50	50% membership shared
with BCSPC				
Shield Maintenance	£143.00	£28.60	£171.60	Bin emptying
DJ Hounslow	£1,225.00		£1,225.00	Clear pile removed from stream,
				seeding, laying slabs for new bench & bricks to secure flagpole
DJ Hounslow	£60.00		£60.00	Work around village
entrance gates				
Total	£2,276.80	£28.60	£2,305.40	
CashPlus Card				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Direct Debits / Standing Orders				
EDF Energy	£25.00		£25.00	Electricity monthly
payment				
Nest	£41.80		£41.80	Pension Contribution

All payments were approved.

- 45. TO AGREE TO FORM A STAFFING COMMITTEE, APPOINT MEMBERS AND APPROVE TERMS OF REFERENCE:** Discussions were had and it was agreed that Cllr Myers, Cllr Barter and Cllr Rogers would form the staffing committee and adopt the Terms of Reference. Clerk to arrange date for appraisal. **Action: Clerk**
- 46. GRANT APPLICATION: DEMENTIA CARERS RESPITE:** The grant application was discussed. Unfortunately, as it's a new charity and there is no evidence that the charity supports families in Longwick it was agreed unanimously not to approve the grant application. Clerk to write to the charity stating the above and suggesting that if they can evidence that it supports families in Longwick in the future to make a further application. Councillors thanked the charity for their application and wished them well.
- 47. TO CONSIDER SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE:** It was agreed to defer this item until all Councillors were present.
- 48. TO CONSIDER UPDATING THE LLOYDS BANK MANDATE TO ADD CLLR MYERS:** Approved
- 49. TO CONSIDER OPENING ADDITIONAL SAVINGS ACCOUNTS AND NOMINATING SIGNATORIES:** The Clerk had circulated details of additional accounts. It was agreed to open the following accounts with Cllr McPherson and Cllr Myers as signatories.
 The Cambridge Building Society: Council Saver Accounts
 Skipton Building Society: Instant Access Account
 Charity Bank: Instant Access Account
- 50. TO CONSIDER ADOPTING THE NORTH WEST CHILTERN COMMUNITY GARDEN PROJECT:** Discussions were had and it was not clear who would be leasing the land and under whose insurance it would come. Cllr McPherson to discuss further with the Community Board Manager and report back.
- 51. TO CONSIDER REQUEST FROM LONGWICK PRESCHOOL TO EXTEND THE GARDEN SPACE BY ADOPTING LAND FROM THE PARISH COUNCIL:** Discussions were had and concerns raised about the restricted means of escape if there was a fire due to the two pinch points. It was agreed that the preschool would not adopt the land but lease from the Parish Council

on an ongoing basis subject to safety inspections and appropriate risk assessments being carried out.

- 52. **TO CONSIDER ELECTORAL ARRANGEMENTS AND WHETHER TO PROCEED WITH PREVIOUS REQUEST TO INCREASE COUNCILLOR NUMBERS FROM 7 TO 9:** Discussions were had and it was felt that due to increase in population in the Parish it would reflect the population to see an increase in Councillors. It was unanimously agreed to proceed with the request to increase from 7 to 9 Councillors. Cllr Richards and the Clerk will prepare a report for submission.
Action: Cllr Richards / Clerk
- 53. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUESD BY THE PARISH COUNCIL:**
 - a. The Clerk reported that there has been a number of issues with the quality of the grass cutting in the Parish by the Devolved Services appointed Contractor. Alongside this they have also damaged a couple of residents fences and a sign. The Clerk and Cllr McPherson will meet with the Contractor next week. The Clerk is also making enquiries for a quote from another Contractor.
- 54. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
- 55. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk
- 56. **TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** Tuesday 18th July 2023 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 8.42pm

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

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	PAYE
BMKALC	£288.92		£288.92	BALC / NALC Subs
Total	£1,044.22		£1,044.22	
Direct Debits / Standing Orders:				
EDF Energy	£25.00		£25.00	Electricity monthly payment
Nest	£41.80		£41.80	Pension Contribution
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up

QUARTER 1 ACCOUNT BANK RECONCILIATION:

Full accounts attached separately

6 July 2022

Longwick-cum-Ilmer Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023	421,498.40
	ADD Receipts 01/04/2023 - 30/06/2023	148,520.66
		570,019.06
	SUBTRACT Payments 01/04/2023 - 30/06/2023	22,332.77
A	Cash in Hand 30/06/2023 (per Cash Book)	547,686.29
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	Cash in hand per Bank Statements	
	Petty Cash 30/06/2022 0.00	
	CashPlus 30/06/2023 488.00	
	Lloyds Savings Account 30/06/2023 132,302.92	
	Lloyds Current Account 30/06/2023 164,511.44	
	Hampshire Trust 30/06/2023 85,000.00	
	Nationwide 30/06/2023 80,000.77	
	Redwood 30/06/2023 85,000.00	
		547,303.13
	Less unrepresented payments	
		547,303.13
	Plus unrepresented receipts	383.16
B	Adjusted Bank Balance	547,686.29
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	A = B Checks out OK	

TO CONSIDER ADOPTING THE NW CHILTERN COMMUNITY GARDEN PROJECT

Information from our Insurers:

Thank you for your email.

Both Public and employers liability are covered in respect of the land, with regards to activity on the land will there be plot holders? If so the following applied.

As far as activities undertaken on the allotment land by any individual plot holders or an association are concerned; **these will not usually be the responsibility of the Council unless the association is adopted as a formal subcommittee** of the Council which is rarely the case. For clarity, I recommend this information is conveyed to the allotment holders.

In the case of an association being in place they should look to arrange a group Public Liability Insurance policy which can be obtained at a low cost by joining a body such as The National Allotment Society. Please refer to their website - [Allotmenters Liability Insurance – The National Allotment Society – National Society of Allotment and Leisure Gardeners Ltd \(nsalg.org.uk\)](http://www.nsalg.org.uk)

Where no association exists, if the individual plot holders possess a home contents insurance policy they may find this provides personal liability cover for their activities. Again, I recommend they are made aware that they are not covered by the Council should a claim for injury or damage arise from their activities.

Your situation may be slightly different as it may be on a volunteer basis and no plots of land will be allocated in which case cover can be extended if the council are happy to accept full responsibility for the volunteers.



*Longwick-cum-Ilmer
Parish Council*

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

GRASS CUTTING QUOTES:

Following a recommendation from our handyman the following quote was sourced:

QUOTATION

After our recent site visit, we have pleasure in quoting for the following work:

Grass cutting:

To cut Walkers Road plot as advised - two cuts a month in growing season

To cut Bell Crescent plot as advised - two cuts a month in growing season

For the sum of £180 + VAT per cut

To cut verges on 30mph roads as directed on map – two cuts a month in growing season.

For the sum of £900.00 + VAT per cut

To cut playing field Longwick - 22 cuts per growing season

For the sum of £260 + VAT per cut

Ilmer Green- two cuts a month in growing season

For the sum of £80 + VAT per cut

2023-2024 current cost for Playing Field grass cutting: The cost of the contract for the Longwick Playing field + Playground & Ilmer Green for 22 cuts per year will be £4,016 with effect from the 1st April 2023.

Devolved services cuts: £23.90 per hour

CORRESPONDENCE

1. Application to set up a small campsite, known as a certified campsite at Glebe Cottage.
2. The Clerk has received a request to use the playing field for the following:
We are in a process of setting up a CIC charity business school. To help vulnerable people who are disabled, low incomes, poverty, domestic abuse, survivors, single parents, veterans etc to set up a business.

The main idea of the event for now, it to bring everyone out to have fun, get lonely people out and talk and meet new friends, support local businesses, let families bond together to have quality family time, bring laughter, help with mental health and wellbeing by having fun etc.

This is a free event for the public of longwick and surrounding areas to come out and enjoy in the fun. We help local businesses being recognised for their talents.

I am thinking to hire the longwick village hall and the recreation ground in September one weekend (not 3rd September) to hold a public family fun day similar to your village fete to attend and have fun. It be a free event to the public and I am planning to have a bouncy castle, games, craft activities like slime making, stalls, food, local business dance groups to perform etc. it's also about supporting local businesses and get them being recognise for their talents so they gain more customers and members etc. we be happy if the parish council would like a free stall too.

I am fully insured. We are in the process of setting up a charity business school to help the unemployment, poverty, survivors, veterans, disabled, disabilities, domestic abuse etc.