



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 20th June 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.

37. Welcome and Apologies for Absence
38. To Receive any Declarations of Interest
39. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 16th May 2023
40. Update from Buckinghamshire Councillors
41. To receive Matters arising not otherwise on the Agenda for Information Only
42. Planning Applications
 - a. To consider New Planning Applications
 - b. To Receive Notice of Planning Applications Approved
 - c. To Receive Notice of Planning Applications Refused
43. To note accounts for payment in accordance with the budget
44. To agree to form a staffing committee, appoint members and approve Terms of Reference
45. Grant Application: Dementia Carers Respite
46. To consider signing up to the Civility and Respect Pledge
47. To update the Lloyds bank mandate to add Cllr Myers
48. To consider opening additional savings accounts and nominating signatories
49. To consider adopting the NW Chiltern Community Garden Project
50. To consider request from Longwick Preschool to extend the garden space by adopting land from the Parish Council
51. To consider Electoral Arrangements and whether to proceed with previous request to increase Councillor numbers from 7 to 9
52. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
53. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
54. To consider agenda items for the next meeting
55. To confirm the dates and times of the next Parish Council Meeting: 18th July 2023 at 7.30pm at Longwick Village Hall

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

14th June 2023

Minutes for Approval:



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON
TUESDAY 16TH MAY 2023 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT

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

Buckinghamshire Councillor: Matthew Walsh and Gary Hall

21 members of the public present

Public Participation Questions Raised:

- A member of the public asked for an update on the road markings in Barn Road / Boxer Road. Cllr Hall explained that the initial feedback from the LAT was it was not suitable for road markings however, a meeting is scheduled on site to discuss further and come up with a sympathetic solution. Cllr Walsh added the current priority for the new contractor is pot holes and they will be working on those over the next 60 days and would expect a response after this time.
- Concerns were raised on speed limits within the Parish. A member of the public reported that the speed indicator had recently shown somebody doing 72mph. Cllr Myers stated that there must be a fault with the device as it would not read a speed that high.
- A question was asked on the asset register and the current values being the same as purchase values. The Clerk explained that assets do not depreciate on Parish Council asset registers.
- Concerns were raised that there are no police camera vans in the parish / average speed cameras and that no feedback is received from the Speedwatch group. Cllr McPherson responded that she has spoken to the police about a camera and they have said no as the data does not warrant one. A suggestion was made by another member of the public that concerns are raised with the North West Chilterns Transport and Road Group. Cllr Walsh stated that the group is an advisory group but can make recommendations and asked residents to contact him if they wished for him to raise anything with the group. Cllr Walsh added that the proposals that the Parish Council are working on are possible and overall, the project is very good.
- Cllr Rogers stated that the volunteers at the side of the road with the speed indicator device are all volunteers and they would be grateful for more volunteers. A member of the public stated that they did not think the Speedwatch sign was being placed in the correct position. Clerk will discuss with Speedwatch group.

Annual Meeting of the Council started at 7.49pm.

- 15. ELECTION OF THE CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr van Apeldoorn wished to abstain from the vote and for it to be recorded in the minutes. He also expressed his wish for a different Chairman but no Councillors wished to stand. Councillor McPherson was proposed by Cllr Rogers and seconded by Cllr Myers. There being no further nominations a vote was taken and all were in favour and Cllr McPherson was voted as Chairman.
- 16. ELECTION OF THE VICE-CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr van Apeldoorn wished to abstain from the vote and for it to be recorded in the minutes. Councillor Myers was proposed by Cllr McPherson and seconded by Cllr Barter. There being no further nominations a vote was taken and all were in favour and Cllr Myers was voted as Vice-Chairman.
- 17. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received from Buckinghamshire Councillors: Alan Turner
- 18. DECLARATIONS OF INTEREST:** None
- 19. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 18TH APRIL 2023:** The minutes were approved by all Councillors and the minutes were signed.
- 20. TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUPS:**
 - a. Community Boards:** Current members are Cllr McPherson and Cllr Rogers. Cllr Rogers expressed a wish for somebody else to attend the meetings however, there were no volunteers so Cllr McPherson and Cllr Rogers will continue.

- b. **Monks Risborough and Princes Risborough Parochial Charities:** Only required every four years. Current members remain.

21. **REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENT AND CODE OF CONDUCT:** All Councillors were in favour of adopting the above policies.

22. **REVIEW OF CURRENT POLICIES:** It was agreed that all policies apart from those in minute reference 21 would be adopted and reviewed on a 3 yearly basis or sooner if required.

23. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**

- a. £3.5m has been allocated to improve pot holes and more money for next year. The delays in the repairs have been due to the weather. Two new pot holes machines are operating in the area.
- b. s.106 monies are starting to feed in and the Risborough Ward Councillors will be pushing the bus team to work on a Monday – Friday bus service.
- c. The road resurfacing scheme will see 240 roads resurfaced with a few in the Parish including Lower Icknield Way, Bar Lane and also the A4010 and residents should see a noticeable improvement on the roads.
- d. Waste Recycling Centre, usage figures continue to increase.
- e. Cllr Barter raised a concern again with the footpath in the layby on the Thame Road. Cllr Hall stated that it has been inspected by the LAT.
- f. Cllr Richards stated a resident had written in regarding an accident on Stockwell Lane and asked for a visit. This will be arranged.
- g. Cllr van Apeldoorn reported that the trees which had been planted in the layby towards Chinnor some had been stolen. These will be replaced weather permitting later in the year.
- h. Cllr Rogers asked for an update on the heap of rubbish in Askett. Cllr Hall responded that a meeting with enforcement has taken place and they are looking to take direct action to clear the site and a charge will be placed on the land.

24. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:** None

25. **PLANNING:**

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

23/05738/FUL: OS Parcel 4060 Thame Road Longwick: Concerns over the leylandii trees and it being situated between two grade II listed buildings.

22/07563/FUL: Maccabee Kennels Bar Lane Owlswick (amended plans): Concerns regarding traffic, speed limits and no pavements. Request that highways be given a brief to investigate concerns.

23/05954/FUL: Orchard View Stockwell Lane Little Meadle: No comment

23/06188/ADRC: Old Berkeley House Owlswick: For information only, no comment required

All comments were approved.

The following applications status has changed:

23/05534/FUL: 1 Innkeepers Court Longwick: Application permitted

23/05970/CTREE: Horsenden Manor Horsenden Lane Princes Risborough: Not to make a tree preservation order

26. **TO NOTE MAY PAYMENTS FOR APPROVAL:**

Payee	Net	VAT	Gross	Comment
Tracey Martin	£668.10		£668.10	Clerk Salary
Cashplus	£15.00		£15.00	Reinstate Balance
HMRC	£87.20		£87.20	PAYE
Longwick C of E School	£5,000.00		£5,000.00	Grant approved 18/04/23 Item 8
Jane Olds	£250.00		£250.00	Internal Audit 22-23
Shield Maintenance Ltd	£143.00	£28.60	£171.60	Bin Emptying
Bucks Council	£3,689.53	£737.91	£4,427.44	Speed Data Collection (CIL 19/20)
D J Hounslow	£200.00		£200.00	Flag Pole Installation
Total	£10,052.83	£766.51	£10,819.34	

The Clerk reported a late invoice received

PRTC	£310.70	£62.14	£372.84	D/S Grass Cutting
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Cashplus Card

GiffGaff	£5.00	£1.00	£6.00	Monthly 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

Total	£66.80	£66.80	
Receipts			
Bucks Council	£17,291.49	£17,291.49	1 st half of precept
Bucks Council	£117,136.78	£117,136.78	CIL

All payments were approved.

27. **TO NOTE YEAR END ACCOUNTS:** Reviewed and noted

28. **REVIEW OF 2023-2024 ASSET REGISTER:** Cllr Rogers requested two benches be added. One in Ilmer which is approx. 3 years old and one in Owlswick which is around 40 years old. **Action: Clerk**

29. **TO REVIEW INTERNAL AUDITOR RECOMMENDATIONS AND REPORT:**

- a. **Review of Internal Controls: A checklist for the Councillor may be useful:** A checklist will be provided. Cllr McPherson asked Councillors if anybody would like to take over checking of the quarterly accounts. Cllr Richards volunteered and all Councillors were in favour.
- b. **Budgetary Controls: Ensure that the budget expenditure amount is minuted before the precept:** The Clerk has noted this recommendation.
- c. **Reserves: A policy with itemised amounts should be devised for clarification:** The Clerk will prepare a reserves policy for approval by full council.
- d. **VAT: Ensure reclaim is made at least annually:** The Clerk reported the claim has been made.
- e. **Asset Control: Establish title registrations and include on the register:** Clerk to add.
- f. **Investment Registers: As the Council has investments of over £100k, JPAG recommends an investment strategy:** The Clerk will prepare an investment strategy for approval by full council.
- g. **Carry out a Review of Effectiveness:** Clerk to prepare.
- h. **Training for Clerks and Councillors. There should be a regular agenda item for training and a budget:** Councillor agreed that an agenda item is not necessary as the Clerk circulates training when it is available.
- i. **Standing Orders to be updated to 2022 version:** Approved under minute reference 21.
- j. **All decisions and therefor minute reference. This should include the details of the contractor / supplier, the details of the work / item together with the expected cost:** Noted
- k. **Long term agreements such as dog bins / grass etc should be reviewed at least every three years to ensure the Council is obtaining best value for money:** Councillors felt that this was already happening so no further action required.
- l. **Annual subscriptions and regular payments should be included in a list of regular expenditure which should be agreed at the April meeting for the new financial year:** Being discussed later in meeting reference 31.
- m. **Reminder that the Council has a corporate responsibility and that Councillors have no individual decision-making powers. The only person who has authority is the Clerk as Proper Officer. This includes placing orders, arranging payments and discussions with Contractor:** Noted by all Councillors.
- n. **Staff Appraisal: Recommendation that a staffing committee is formed of at least three members which is able to perform an annual review of the Clerk's employment:** Staffing Committee to be formed and appraisal carried out.

30. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR):**

- a. **To consider, complete and approve section 1:** The Chairman read out the statements and Councillors agreed to answer yes to all statements. The Chairman signed section 1.
- b. **To consider and approve section 2:** Councillors approved the figures and the Chairman signed section 2.
- c. **To approve Elector Rights of Inspection dates commencing Monday 5th June 2023 and ending Friday 14th July 2023:** Approved
- d. Cllr Richards thanked the Clerk for her work on the accounts and Cllr McPherson asked for it to be minuted.

31. **TO APPROVE REOCCURRING PAYMENTS AND CONTRACTORS FOR 23-24:**

Shield Maintenance	Bin Emptying	£171-£200 per month
PRTC	Devolved Services	£23.90 hourly rate
PRTC	Playing Field Grass & Ilmer	£4,016 per annum
BMKALC	Subs	£300 per annum
Scribe	Accounts Software	£600 per annum
PKF Littlejohn	External Audit	£600 per annum
Jane Olds	Internal Audit	£250-300 per annum
EDF Energy	Electricity	£25 per month

Buckinghamshire Council	Annual RoSPA	£50 per annum
Chiltern Society	Footpath Clearance	£700 per annum
AJGBIL	Insurance	£950 per annum
Everything Figures	Payroll Processing	£150 per annum

Approved Contractors:
 Handymen: Danny Hounslow and James Glasgow
 Kevin Wharton Fencing and Gates
 Duckworth Arboriculture
 Oxford Oak

For works up to £500 the Clerk has delegated authority to approve works with these Contractors, this will be reported to the Clerk immediately and at the next Full Council meeting

Payments and Contractors Approved

32. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:** The Clerk had received the following correspondence:
- Concerns that there are no average speed cameras mentioned in the Traffic Calming Plans: This had been discussed in the public participation session of the meeting so no further comments required.
 - Request to have Traffic Calming on the agenda. All Councillors were asked whether they would like it on the next agenda. Cllr van Apeldoorn raised concerns that the proposal doesn't include pedestrian crossing. Cllr McPherson responded that this will be considered in the next phase. It was agreed an agenda item was not required until a response is received from Buckinghamshire Council on the 1st Phase Proposals.
 - A request for CIL information on the website. The Clerk has directed the resident to the website where the information is available.
 - A member of the public has requested tree planting in the village. The Clerk reported that she had received an email today from The Climate Response Team at Buckinghamshire Council who are currently promoting the Local Authority Treescapes Fund (LATF). Concerns were raised about the size of the trees as it is vital there is somebody to nurture them. The Clerk will circulate details so Councillors can decide if this is something they wish to pursue.
 - Cllr McPherson reported she had received an email from somebody wishing to volunteer to take over the newsletter.
33. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
34. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk
35. **TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** Tuesday 20th June 2023 at 7.30pm at Longwick Village Hall.
36. There being no further business the meeting closed at 8.40pm

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

MATTERS ARISING FOR INFORMATION ONLY

Under delegated authority the clerk approved the following:

- 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

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



*Longwick-cum-Ilmer
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Staffing Committee **Terms of Reference**

General:

1. Membership of the Staffing Committee will be set by the Council at its Annual Meeting in May. The quorum will be 3 Councillors.
2. The Committee will be mindful:
 - a. of the legal framework for, good practice, in employment matters
 - b. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
 - c. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council.
 - d. of relevant protocols and policies

Matters for Recommendation to the Council:

3. The Committee will make recommendations to the Council regarding:
 - a. Annual salary awards
 - b. Staff recruitment
 - c. All policy issues relating to staff

Matters for delegation to the staffing committee

4. The Committee has delegated authority on the following matters:
 - a. Making arrangements for annual objective review of the Clerks performance and any necessary action thereon
 - b. Appointing a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
 - c. To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
 - d. As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
 - e. To consider recommendations from the Appeal Panel and take necessary actions thereon

GRANT APPLICATION:



Longwick-cum-Ilmer
Parish Council

GRANT APPLICATION FORM

Name of Organisation	Dementia Carers Respite
Name, Address and Position of Contact in Organisation	
Telephone Number and Email Address of Contact	
Is the Organisation a Registered Charity? If yes, Charity Number	Yes 1202451
Amount of grant requested?	Requested £1000 but grateful for anything
For what purpose or project is the grant requested? (please continue on a separate sheet if necessary)	Our charity will do its utmost and work tirelessly to bridge as much or the gap in your ward within Buckinghamshire as possible by providing short term professional cover paid for by the Charity for family members acting as Dementia Carers. The respite provided by the charity will be trained professionals and where need be we will subcontract specialist services from screened carers organisations meeting Care Quality Commission standards. The respite offer will be set at 2 or 4 hours probably weekly or fortnightly> The services will be offered to as many as possible carers of Moderate stage patients with unmet needs
What will be the total cost? If applying for other grants/matched funds for the project please provide details.	Estimated cost of project; Total year 1 set up cost is £66,400 part of which is a £19, 500 budget allocated for the Outreach campaign expected to last 12 months to kick start our campaign
When will the money be spent?	Start date 1 st June 2023 Outreach campaign phase expected end date 30 th June 2024
Who will benefit from the project? Give details of local groups that will benefit (if applicable)	The project and services provided will directly benefit many families with Dementia patients in Longwick cum Ilmer. To ensure fairness services will be offered on a first come first served basis

TO CONSIDER SIGNING UP THE CIVILITY AND RESPECT PLEDGE

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

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 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.	

TO CONSIDER OPENING AN ACCOUNT WITH CAMBRIDGE BUILDING SOCIETY AND NOMINATING SIGNATORIES

The Parish Council is currently holding funds of approx. £298k with Lloyds so this would not be covered under the £85K FSCS scheme.

The Clerk has found the following account which would be suitable:

The Cambridge Building Society: Council Saver Accounts

Instant access: 1.60% Gross p.a. meaning with £85K an estimated balance after one year of £86,360. Interest paid annually on 31st December.

Account managed in branch or via post so not going to be so easy to access but we have enough instant access funds elsewhere

Maximum of two withdrawals a month without giving notice or paying a fee.

Full details can be found here: <https://www.cambridgebs.co.uk/savings/business-savings/council-saver>

Skipton Building Society

Instant access account 3.20% gross pa / AER

Interest paid on anniversary of account opening

Withdraw in branch or by post

<https://www.skipton.co.uk/savings/easy-access/community-saver>

Charity Bank

Instant access account 1.72% AER Gross pa

Access via nominated account

<https://www.charitybank.org/ethical-savings/ethical-easy-access-for-charities-trusts>

We already have accounts with:

Lloyds – Current and savings

Nationwide

Redwood

Cashplus – Card

Hampshire Trust

TO CONSIDER REQUEST FROM LONGWICK PRESCHOOL TO EXTEND THE GARDEN SPACE BY ADOPTING LAND FROM THE PARISH COUNCIL

Dear Parish Council Committee Members,

I am writing to invite discussion surrounding a proposal to extend the Longwick Pre-school garden.

You have already enabled us to extend our garden around the back of the village hall, thank you, but there does remain a very small piece of land that exists next to the fire escape doors and steps.

Currently this small piece of land is not being used for any clear purpose and at present is full of weeds and the ground is uneven.

This space, if enclosed properly and adopted by the pre-school, presents us with a lovely shaded spot, and given last years unprecedented heatwave, it would give our children the chance to remain outside in the summertime but fully shaded from the sun. It would also tidy up this area too.

Where the garden currently wraps around the back of the hall and finishes up to the school's field fences, we propose to add a small latch gate to the new section of land from there. At pre-school's expense, we would then weed and clear the area, level the ground and cover with a membrane and play bark as per the rest of the garden. We would add two 6ft fence panels with a post in between them up against the fire escape steps to ensure privacy for the children. This would then hopefully deter anyone from coming around the back of the hall if the fences are straight across with no access from the steps side.

I have already attended and spoken at the Village Hall Committee meeting on Monday 15 May 2023 and I have received an email from [REDACTED] to say that they see no reason for our request to be turned down. Alan suggested though, that I write to you as the Parish Council own the freehold for the land and to mention that we could always guarantee access to this space for maintenance, as we do with the rest of the garden.

I would therefore be very grateful if this matter could be discussed at your upcoming meeting. If you need any clarification on any matter surrounding this proposal, please do not hesitate to contact me:-

TO CONSIDER ELECTORAL ARRANGEMENTS AND WHETHER TO PROCEED WITH PREVIOUS REQUEST TO INCREASE COUNCILLOR NUMBERS FROM 7 TO 9

Back in 2020 the Parish Council asked Buckinghamshire Council to increase the number of councillors from 7 to 9 to reflect the increase in housing and population.

At the time of the request the Council agreed to defer consideration of it until the Boundary Commission's Electoral Review had concluded. As that has now ended the Council can now review CGR requests again.

Is this something the Parish Council would like to proceed with now.