



Longwick-cum-Ilmer
Parish Council

LONGWICK PARISH COUNCIL

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

You are hereby summoned to the Annual Meeting of the Council taking place at Longwick Village Hall on Tuesday 16th May 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.

15. Election of the Chairman to the Council and to receive the Chairman's Declaration of Acceptance of Office
16. Election of the Vice-Chairman to the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office
17. Welcome and Apologies for Absence
18. To Receive any Declarations of Interest
19. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th April 2023
20. To appoint representatives on the under mentioned bodies / groups:
 - a. Community Boards
 - b. Monks Risborough and Princes Risborough Parochial Charities
21. Review and adoption of Standing Orders, Financial Regulations Risk Assessment and Code of Conduct
22. Review of Current Policies
23. Update from Buckinghamshire Councillors
24. To receive Matters arising not otherwise on the Agenda for Information Only
25. Planning Applications
 - a. To consider New Planning Applications
 - b. To Receive Notice of Planning Applications Approved
 - c. To Receive Notice of Planning Applications Refused
26. To note accounts for payment in accordance with the budget
27. To note end of year accounts
28. Review of 2023-2024 Asset Register
29. To review Internal Auditor recommendations and report
30. 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 Monday 5th June 2023 and ending Friday 14th July 2023
31. To approve reoccurring payments and contractors for 23-24
32. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

33. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
34. To consider agenda items for the next meeting
35. 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
20th June 2023
18th July 2023
August – no meeting
19th September 2023
17th October 2023
21st November 2023
19th December 2023
16th January 2024
20th February 2024
19th March 2024
16th April 2024 – Annual Meeting of the Parish starting at 7pm followed by the Parish Council meeting
21st May 2024 – Annual Meeting of the Council



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

10th May 2023

APPROVAL OF MINUTES



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 18th APRIL 2023 AT 7.30PM AT LONGWICK VILLAGE HALL**

The Parish Council Meeting started at 8.40pm due to the Annual Parish Meeting overrunning

PRESENT

Cllr Val McPherson BEM (Chair)

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

Buckinghamshire Councillor: Alan Turner

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received from Buckinghamshire Councillors: Matthew Walsh and Gary Hall
2. **DECLARATIONS OF INTEREST:** Cllr Barter questioned whether she had an interest in agenda item 8 Longwick C of E School grant application. It was agreed that Cllr Barter does not have an interest.
3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 21ST MARCH 2023:** The minutes were approved by all Councillors and the minutes were signed.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:** No further update as provided in the Annual Parish Meeting.
5. **TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
 - a. Cllr McPherson reported that she had received an email from St Peter's Church in Ilmer asking whether they could apply for a grant for repairs to the Church roof. The Clerk has made enquiries with BALC and they have responded that the Parish Council is not permitted to spend money on property relating to affairs of the church. St Peter's Church have been informed of this.
 - b. Cllr McPherson had been contacted by the Speedwatch group asking if Speedwatch signs could be placed on the village entrance gates. The Clerk responded that this had been considered previously but because we have planters in front of the gates it would not be suitable.
6. **PLANNING:**

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

23/05534/FUL: 1 Innkeepers Court Longwick: No comment
23/05638/FUL: Wellington House Lower Icknield Way: Objection see planning portal for full details
23/05660/ADRC: Hill View Longwick Road: No comment required
23/05774/FUL: September Cottage Ilmer Lane Ilmer: No comment
23/05819/CLP: Dunster Chestnut Way Longwick: No comment
23/05970/CTREE: Horsenden Manor Horsenden Lane: No comment
23/05973/MINAMD: Bumpers Farm Ilmer Lane Ilmer: No comment required

All comments were approved.

The following applications status has changed:

23/05370/FUL: The Old Forge Thame Road Longwick: Application permitted

23/05651/CLP: 36 Wayfarers End Longwick: Grant certificate - proposed development

23/05624/MINAMD: Land to The South of Rose Farm Thame Road: Application permitted

22/08062/FUL: Old Berkeley House Owlswick: Application permitted

7. TO NOTE APRIL PAYMENTS FOR APPROVAL:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£686.90		£686.90	Clerk Salary
Tracey Martin	£20.00		£20.00	9 weeks home allowance
Cashplus	£406.80		£406.80	Reinstate Balance
HMRC	£68.40		£68.40	PAYE
Everything Figures	£125.00		£125.00	Payroll Processing
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying

PRTC	£1338.67	£267.73	£1606.40	Grass cutting playing field and
	Ilmer			
Bucks Council	£5838.82		£5838.82	Toll Bar Corner Improvements
Total	£8,627.59	£296.33	£8923.92	
Cashplus Card				
Flags and Flagpoles	£336.50	£67.30	£403.80	Flag Pole and Flags
GiffGaff	£5.00	£1.00	£6.00	Monthly Top Up
Total	£341.50	£68.30	£409.80	
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	
Payments Under Delegated Authority				
Print Now	£604.00		£604.00	Newsletters invoice received late
Receipts				
Bucks Council	£3482.77		£3482.77	Devolved services

All payments were approved.

8. **TO CONSIDER GRANT APPLICATION: LONGWICK C OF E SCHOOL – LIBRARY AREA IMPROVEMENTS:** Discussions were had on the application which had been circulated prior to the meeting. A vote was taken and all Councillors were in favour of approving the grant for £5,000 however, the Clerk to inform the school that the Parish Council will only consider one grant application in any financial year as per our grants policy. A Councillor also suggested that it would be good to have a tour of the school to see where funds had been spent. Clerk to arrange. **Action: Clerk**

9. **TO DECIDE WHERE TO PLANT THE DONATED REDWOOD TREE ON THE PLAYING FIELD:** Cllr van Apeldoorn provided Councillors with details about the tree and after discussions it was agreed to place the tree between the garage and zip wire. Cllr van Apeldoorn to share details of the resident donating the tree with the Clerk so she can send a letter of thanks. **Action: Cllr van Apeldoorn / Clerk**

10. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:** The Clerk had received the following correspondence:
 - a. Concerns about visitors to the fete seeing the condition of the footpath by the scout hut, the overgrown hedge and a request that the school tidy up the forest school area. The Clerk has responded the footpath is the responsibility of Buckinghamshire Council and has flagged this up to the Local Area Technician. Further details have been requested on the hedge to gauge ownership and as the school is on private property it is up to them how they maintain their forest school.
 - b. Request to hire the playing field for a commercial event. Discussions were had and it was agreed not to hire the playing field for this type of event.
 - c. Request to erect a gazebo for child's party on the playing field: Discussions were had and it was agreed to permit this however, it is a one off and the user is responsible for ensuring the marquee is erected safely and not used in strong winds. The clerk recommended against the use of a gazebo due to insurance and risk assessment concerns.
 - d. Concerns about level of accidents in Stockwell Lane. Contents noted.

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

12. **TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk

13. **TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** The Annual Meeting of the Council will be held on Tuesday 16th May 2023 at 7.30pm.

14. There being no further business the meeting closed at 9.20pm

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

REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENT AND CODE OF CONDUCT

Updated Standing Orders are attached to the meeting pack separately.

Financial Regulations are currently being written so for now we will just readopt the current ones on the website along with the Code of Conduct and Risk Assessment. <https://longwickcumilmer.org.uk/policies>

REVIEW OF CURRENT POLICIES

Current policies can be found on the Parish Council website: <https://longwickcumilmer.org.uk/policies>

There have been no amendments.

I would suggest rather than reviewing these each year as it's a lot of documents to read that we review them every 3 years unless there are changes in the meantime.

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

TO NOTE YEAR END ACCOUNTS:

Accounts vs Budget attached separately

12 April 202

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)

A	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		426,686.83
	ADD Receipts 01/04/2022 - 31/03/2023		112,446.43
	SUBTRACT Payments 01/04/2022 - 31/03/2023		117,634.86
	Cash in Hand 31/03/2023 (per Cash Book)		421,498.40
B	Cash in hand per Bank Statements		
	Petty Cash	31/03/2023	0.00
	CashPlus	31/03/2023	84.20
	Lloyds Savings Account	31/03/2023	132,060.00
	Lloyds Current Account	31/03/2023	38,959.83
	Hampshire Trust	31/03/2023	85,000.00
	Nationwide	31/03/2023	80,000.77
	Redwood	31/03/2023	85,000.00
			421,104.80
	Less unrepresented payments		421,104.80
Plus unrepresented receipts		393.60	
Adjusted Bank Balance		421,498.40	
	A = B Checks out OK		

ASSET REGISTER

Longwick-cum-Ilmer Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility
Benches	21/22	2,577.00	2,577.00	Longwick Playing Field
Benches Old x 6- Nominal			6.00	Longwick Playing Field
Bins Old x 9 - Nominal			9.00	Longwick Playing Field
Canopy in Field	17/18	4,427.00	4,427.00	Longwick Playing Field
CCTV	20/21	5,139.15	5,139.15	Longwick Playing Field
Fencing Childrens Playarea	20/21	13,750.00	13,750.00	Longwick Playing Field
Garage	17/18	4,545.32	4,545.32	Longwick Playing Field
Ilmer Green - Nominal			1.00	Ilmer
Litter Bins	17/18	390.00	390.00	Longwick Playing Field
MUGA	19/20	20,032.37	20,032.37	Longwick Playing Field
Noticeboards x 2	20/21	2,675.68	2,675.68	Walkers Road & Thame
Outdoor Fitness Equipment	19/20	16,109.20	16,109.20	Longwick Playing Field
Playground Equipment	17/18	33,365.63	33,365.63	Longwick Playing Field
Playing Field - Nominal			1.00	Longwick Playing Field
Pond - Nomina;			1.00	Ilmer
Signs	19/20	399.80	399.80	Longwick Playing Field
Signs Old x 2 - Nominal			2.00	Longwick Playing Field
Sports Panels Kompan	19/20	5,060.17	5,060.17	Longwick Playing Field
VAS	18/19	5,000.00	5,000.00	Thame Road
War Memorial - Nominal			1.00	Thame Road
		113,471.32	113,492.32	

TO REVIEW INTERNAL AUDIT REPORT AND RECOMMENDATIONS

Full report attached separately, below summary of recommendations:

- 1) Review of Internal Controls: A checklist for the Councillor may be useful
- 2) Budgetary Controls: Ensure that the budget expenditure amount is minuted before the precept
- 3) Reserves: A policy with itemised amounts should be devised for clarification
- 4) VAT: Ensure reclaim is made at least annually
- 5) Asset Control: Establish title registrations and include on the register
- 6) Investment Registers: As the Council has investments of over £100k, JPAG recommends an investment strategy
- 7) Carry out a Review of Effectiveness
- 8) Training for Clerks and Councillors. There should be a regular agenda item for training and a budget
- 9) Standing Orders to be updated to 2022 version
- 10) 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.
- 11) 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.
- 12) 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.
- 13) 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 Contractors.
- 14) 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.

TO APPROVE REOCCURRING PAYMENTS AND CONTRACTORS FOR 2023-2024

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 £1,000 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

CORRESPONDENCE:

The Clerk has received the following correspondence:

1. Having digested the "Traffic Calming Plans" for the Parish on the WEB site I notice that no mention of using "Average Speed Cameras" (which we all see on Motorways) has been suggested for the main road to and from Princes Risborough and Thame.

Many Villages in the UK have installed such systems and proved it to be effective in reducing speeds through villages. Would the PC consider running a trial on this road prior to proceeding with the currently proposed solutions submitted to BCC. With the ongoing advances in technology "Average Speed Cameras" appear to be the 'only' solution to solving speeding traffic through villages.

2. I would like to place on the Longwick-cum-Ilmer Parish Council's May Agenda an item relating to solely Traffic Calming which specifically relates to the items discussed and agreed during the meeting held on Tuesday 2nd March 2023 at the Princes Centre between Buckinghamshire Councillors Walsh and Alan Turner, Parish Councillors Val McPherson and Brian Richards, Longwick Residents Julie Bravery and Lynne Rhodes.

Although they were referred to in Item 180 (a) and (b), I would like the Parish Councillors to return to and debate this item during the May Meeting.

The Meeting on Tuesday 2nd March 2023 was 1.5 hours in duration during which traffic calming issues were discussed and some items were agreed. I am interested to know if the contents of this meeting, originally initiated by Cllr Walsh, have been discussed and agreed by all Longwick Parish Councillors. Also, some of the discussed items require urgent attention and feedback to residents: for example, the results of the recent traffic counting exercise, Zebra Crossings, new clear road signs (dragons teeth etc), traffic priority in Barn Road etc together with timelines for actions.

I attach a document passed to me relating to "The Role of Parish Councillors", is this the same or similar criteria used by Longwick Parish Council? If so, the second page, paragraph 5 states "Individual Parish Councillors cannot make decisions on behalf of the Council local projects". Has the Meeting on the 2nd March 2023 been discussed by all Longwick Parish Councillors? I would like to see Traffic Calming as a static item on future PC Agendas until all issues have had a resolution.

3. At the last meeting one of the villages brought up the environment and trees. Over the last few years there have been several occasions where the village could have planted 'celebration' trees, is it possible for some trees to be planted to celebrated the coronation on the village playing fields ?
4. I would like to register a plea to our Parish Council regarding communication to Residents of the Parish in respect of expenditures of CIL Monies.

It has become clear from representations, often very passionate, from Residents present at recent Parish meetings, that there are three major issues of concern to them currently. The first is traffic calming, the second dispensation of CIL monies, and the third is Community Development. I know others are moved to write on the first and third but I would like to address CIL monies.

Having searched the various financial statements and documentation on the Parish Council Website relating to discussions of potential or agreed CIL spends, I find it very difficult to identify the individual projects which have benefitted from CIL monies. It is also difficult to identify specific projects already being considered by the PC for future funding.

Could I request that a Spreadsheet be constructed and posted on the PC Website specifically listing each individual project with 1) its estimated cost at the time of its approval, 2) the amount of CIL money to be allocated to it, 3) the final amount of CIL money expended on it at completion and, 4) a running total of CIL expenditures on completion of each project.

As has been mentioned from the floor at Parish Meetings, many question whether the results of the public canvas, a few years ago now, for ideas on priorities for CIL allocations were ever effectively published before spends started. At this stage now it is clear that Residents are demonstrating great interest in the opportunities these CIL funds provide for the Parish and are very keen to be consulted at the planning stage when there is an opportunity to keep priorities under review.

In particular I would like to mention that having very recently seen average speed cameras in two villages in Somerset of similar geography to our's, I would like to request that CIL monies be allocated to an investigation and/or trial in Longwick. I am certain we can all accept that average speed cameras (not individual fixed cameras) are the only truly effective way of controlling speed.

My thanks for the work our Parish Councillors do on our behalf and for their consideration of my requests here.