



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 September 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.

73. Welcome and Apologies for Absence
74. To Receive any Declarations of Interest
75. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th July 2023
76. Update from Buckinghamshire Councillors
77. To receive Matters arising not otherwise on the Agenda for Information Only
78. Planning Applications:
 - a. To note comments submitted under delegated authority
 - b. To consider and approve comments for New Planning Applications
 - c. To Receive Notice of Planning Applications Approved and Refused
79. To note payments made under delegated in authority
80. To note accounts for payment in accordance with the budget
81. To consider adopting the NW Chiltern Community Garden Project
82. To note completion of Annual Governance and Accountability Return and confirm Notice of Completion of Audit has been posted.
83. To nominate Councillors to be responsible for monthly playground inspections
84. To consider a hiring policy for the playing field and possible hiring costs
85. To consider options for cutting of grass / weeds under the fencing bordering the car park at the playing field
86. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
87. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
88. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting:
17th October 2023 at 7.30pm at Longwick Village Hall

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

13th September 2023

DRAFT MINUTES FOR APPROVAL:



*Longwick-cum-Ilmer
Parish Council*

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

PRESENT: Cllr Val McPherson BEM (Chairman), Richard Myers (Vice Chairman), Alex Barter, Jane Rogers, Brian Richards, Rolf van Apeldoorn and Tracey Martin (Clerk)
Buckinghamshire Councillor: Gary Hall
North West Chiltern Community Board Coordinator
Two representatives from Bubblewrap After School Club Ltd
Two members of the public

A member of the public raised concerns that Redline is dropping the Princes Risborough / Longwick pickups taking school children to Lord Williams School which is a paid for service. This is currently affecting around 20-30 children and not all parents will be able to drop off and collect due to work commitments. Cllr Hall stated that he would liaise with the resident offline and mediate with the Education Portfolio. It was added by the resident that the lack of buses makes this situation worse.

The representatives from Bubblewrap After School Club Ltd provided further information on the grant application which will be discussed under agenda item 67. The application is for £40,000 which will be used to repurpose the Stem Lab. The area would be used in the daytime by Longwick School and then Bubblewrap After School Club.

Members of the public and representatives from Bubblewrap After School Club left the meeting and the official Parish Council meeting started at 7.43pm.

- 57. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr McPherson welcomed all to the meeting. Apologies were received and accepted from Buckinghamshire Councillor Matt Walsh and Alan Turner.
- 58. DECLARATIONS OF INTEREST:** None declared.
- 59. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 20th June 2023:** Cllr van Apeldoorn queried the Staffing Committee. The Clerk confirmed that it had been agreed by all Councillors at the May meeting to form a committee and members appointed at the June meeting. The minutes were approved by all Councillors and the minutes were signed.
- 60. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
- Cllr Hall provided an update on the heap of rubbish in Askett. Quotes had been received to clear the rubbish which has come in at a very large sum of money. The procedure would then be for a charge to be put on the land however, the land isn't worth anywhere near that value. Enforcement notices have been issued and the next possible step would be prosecution.
 - Cllr Hall reported on the antisocial behaviour in Princes Risborough which is also affecting Longwick. Work is being done in liaison with the Police to address these issues.
 - Cllr Rogers again raised concerns with 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 and reported at the last meeting and also on FixMyStreet. Cllr Hall will discuss with the Local Area Technician. Cllr Hall left the meeting at 7.55pm.
- 61. TO RECEIVE MATTERS ARISING NOT OTHERWISE ON THE AGENDA:**
- Cllr Richards raised his personal concerns about the discussion at the last meeting during the nominations for Chairman and Vice-Chairman. He expressed concerns about things that Cllr van Apeldoorn had said which, in Cllr Richard's view, were not warranted. Cllr van Apeldoorn expressed an apology to Cllr McPherson which was accepted
 - Cllr Barter reported that the layby on the footpath on the layby on Thame Road which was being damaged by lorries turning has finally been repaired.

62. PLANNING:

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

23/06483/FUL: The Cart Shed Rose Farm Thame Road Longwick: No comment

23/06484/FUL: Mistlethrush Barn Rose Farm Thame Road Longwick: No comment

23/06518/CLP: 1 Jubilee Cottages Thame Road Longwick: No comment

23/06618/FUL & 23/06474/LBC: Quakers Farm Meadle Village Road Meadle: No comment

22/07563/FUL: Maccabee Kennels Bar Lane Owlswick (amended plans): The Parish Council has the same concerns as previously submitted.

23/06650/ADRC: Old Berkeley House (Shoulder of Mutton): For information only no comment required

All comments were approved.

The following applications status has changed:

23/06195/FUL: 3 Wayfarers End Longwick: Application Permitted

- a. Discussions were had on the proposed application to set up a small campsite, known by the Camping and Caravanning Club as a certified site at Glebe Cottage. Buckinghamshire Council have confirmed that no planning application is required. It was agreed that the Parish Council would submit a comment with the following concerns: The Parish Council have concerns with access issues. Horsenden Lane is extremely narrow with very few passing points with ditches on either side and is also used by a number of cyclists and walkers.
- b. Discussions were had on planning application 23/05819/CLP: Dunster Chestnut Way Longwick where work has already commenced. The application is for a Certificate of Lawfulness and unless the application is refused there is no action required.
- c. Discussions were had on the scout hut which has been converted to offices and whether change of use is required. As its on Diocesans land and the Parish Council are unaware of the original conditions and at this time no action is required.

63. TO NOTE JULY 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 / Annual Subs
Shield Maintenance	£143.00	£28.60	£171.60	Bin emptying
Total	£1,187.20	£28.60	£1,215.82	

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

All payments were approved.

- 64. TO NOTE QUARTER 1 ACCOUNTS:** The Clerk provided an update on the circulated report which had accidentally included two July payments which meant the payments didn't match up to the bank reconciliation. Councillors noted the accounts.

- 65. TO CONSIDER ADOPTING THE NORTH WEST CHILTERN COMMUNITY BOARD GARDEN PROJECTS:** The North West Chiltern Community Board Coordinator provided Councillors with an explanation of the project which originally was set up under the Community Resilience Action Group and they are now looking to hand the project over to the Parish Council. The final project will be a Community Garden which will be teaching people how to grow food which they can take home or donate to food banks. Extensive discussions took place with the biggest concern being around insurance. It was agreed this requires further exploration.

- 66. TO CONSIDER SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE:** All Councillors agreed with the statements and it was resolved to sign up the pledge. The Clerk will complete the online form and the Parish Council will receive a certificate.

- 67. TO CONSIDER GRANT APPLICATION FROM BUBBLEWRAP AFTER SCHOOL CLUB LTD:** Discussions were had and concerns were that the school has already received extensive funding recently and that the works seemed very expensive. A vote was taken and Councillors unanimously agreed not to approve the grant.

- 68. TO CONSIDER QUOTATION FOR GRASS CUTTING CONTRACT:** Discussions were had on the current quality of grass cutting which has not been up to standard. Cllr McPherson and the Clerk met with the Clerk and Team Leader for Princes Risborough Town Council recently and the subsequent cut has improved. The new quote was discussed and Councillors felt that the cost was high and that the current contractor should be given an opportunity to improve their service. A vote was taken and all Councillors were in favour of remaining with Princes Risborough Town Council.
- 69. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk had received a request to hold a fete type event on the playing field on the 23rd September for a newly established CIC charity business school which will be free for residents to attend. A vote was taken and it was agreed to approve the event subject to a contribution from the organiser to cover for wear and tear to the playing field. This would be offset against the Activity Days the Parish Council has arranged over the summer holidays. The Clerk will liaise with the organisers and ensure they have adequate insurance and risk assessments in place.
- 70. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** None attended
- 71. TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING:** Send through to Clerk
- 72. TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** As there is no meeting in August the next meeting will be on Tuesday 19th September at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9.16pm.

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

TO NOTE AUGUST PAYMENTS MADE UNDER DELEGATED AUTHORITY:

Tracey Martin	£668.10		£668.10	Clerk Salary
HMRC	£87.20		£87.20	PAYE
Tracey Martin	£90.00		£90.00	H/A 18 weeks (10th April to 7th August)
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
PKF Littlejohn	£420.00	£84.00	£504.00	Annual External Audit
PRTC	£1,338.67	£267.73	£1,606.40	Playing Field Grass Cutting and Ilmer
PRTC	£645.30	£129.06	£774.36	D/S Grass Cutting 27/07/23
PRTC	£406.30	£81.26	£487.56	D/S Grass Cutting 14,16,26th June
PRTC	£358.50	£71.70	£430.20	D/S Grass Cutting 18th May
Total	£4,157.07	£662.35	£4,819.42	

Cashplus Card

Flags and Flagpoles	£37.95	£7.59	£45.54	Union Jack Large Flag
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Direct Debits / Standing Orders

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

Other Payments / Transfers

Cambridge Building Society	£80,000		£80,000	Funding of savings account
Lloyds Savings to Current Acct	£60,000		£60,000	Transfer of funds
Skipton Building Society	£80,000		£80,000	Funding of savings account
Charity Bank	£60,000		£60,000	Funding of savings account

SEPTEMBER PAYMENTS FOR APPROVAL

Tracey Martin	£667.90		£667.90	Clerk Salary
HMRC	£87.40		£87.40	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
JR Sports Group Ltd	£450.00		£450.00	Play in the Park
PRTC	£693.10	£138.62	£831.72	Grass cutting D/S 15 th , 31st Aug
Total	£2,041.40	£167.22	£2,208.62	

Cashplus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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

TO NOTE COMPLETION OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND CONFIRM NOTICE OF COMPLETION OF AUDIT HAS BEEN POSTED.

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of **Longwick-cum-Ilmer Parish Council- BU0124**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

01/08/2023



*Longwick-cum-Ilmer
Parish Council*

Clerk's Office: Longwick cum Ilmer Parish Council, c/o Post Office, Thame Road, Longwick, HP27 9SF
Email: clerk@longwickcumilmer.org.uk Tel: 07521 161645

Notice of Conclusion of Audit

Annual Governance and Accountability Return for the period year ended 31 March 2023

Section 20(2) and 25 of the Local Audit and Accountability Act 2014,
Accounts and Audit Regulations 2015 (SI 2015/234)

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1. The audit of accounts for **Longwick-cum-Ilmer Parish Council** for the year ended 31st March 2023 has been completed and the accounts have been published.
 2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of **Longwick-cum-Ilmer Parish Council** on application to:

Tracey Martin
Clerk to the Parish Council
Longwick cum Ilmer Parish Council
c/o Post Office
Thame Road
Longwick
HP27 9SF

clerk@longwickcumilmer.org.uk

An appointment will need to be made during the hours of 10am-1pm on Monday or Thursday.

3. Copies will be provided to any local government elector on payment of £1.00 for each copy of the Annual Governance and Accountability Return
4. This announcement is made by Tracey Martin, Clerk to Longwick-cum-Ilmer Parish Council, on Wednesday 9th August 2023.

CORRESPONDENCE

To note correspondence received:

1. I would like to draw the attention of the Parish Council to the state of the pedestrian footpath in Thame Road directly opposite the Shell Garage by the Sportsman's roundabout. As a consequence of parking on the path and verge by HGV drivers using the garage shop, the pathway is broken and muddy and the verge is gouged out by muddy tyre marks. This provides a real hazard for pedestrians, particularly pushchair users and those with small children, as at times pedestrians are forced to step into the busy road. This problem could be simply solved by the placement of small posts or even a few large stones on the outer edge of the pavement next to the road so HGVs could not mount the pavement. I would ask that this issue be drawn to the attention of councillors and their views on some potential action be elicited.
Clerk: I have responded in the first instance that I will report at the Parish Council meeting and also suggested that the resident report on FixMyStreet.
2. A resident wrote in asking for additional screening to protect their privacy and security from the Miller Homes development.
Clerk: This email was circulated to Councillors and Cllrs attending the Miller Homes opening will raise. I also suggested the resident makes contact with Miller Homes.
3. The Clerk has received two reports of antisocial behaviour at the playing field which included reports of children climbing on the rotunda and drugs being used.
4. I am writing to request the council installs turning mirrors at that location to avoid any horrific accidents happening in the future and protect the safety of the village. I would hope it is not too expensive either so it could be factored into the 2023 budget. To have a mirror placed in the picture attached, it would allow drivers to see what is coming from the direction of shell and have full visibility of when it is safe to go.