



*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 16th January 2024 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.

144. Welcome and Apologies for Absence
145. To Receive any Declarations of Interest
146. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 19th December 2023
147. To Consider Co-option of Candidate for Vacancy
148. Update from Buckinghamshire Councillors
149. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
150. To note accounts for payment in accordance with the budget
151. To consider RoSPA quotes
152. To consider appointing a representative onto the Village Hall Committee
153. To note Quarter 3 Accounts
154. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
155. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
156. To consider agenda items for next meeting and confirm the date and time of the next Parish Council Meeting: 20th February 2024 at 7.30pm at Longwick Village Hall

Tr 

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

10th January 2024

MINUTES FOR APPROVAL:

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 19TH DECEMBER 2023 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Val McPherson BEM (Chairman), Richard Myers (Vice Chairman), Jane Rogers and Brian Richards
Buckinghamshire Councillors: Matthew Walsh

125. WELCOME AND APOLOGIES FOR ABSENCE: Cllr McPherson welcomed all to the meeting. Apologies were received from Cllr Barter and Buckinghamshire Councillors Cllr Turner and Cllr Hall.

126. DECLARATIONS OF INTEREST: None declared.

127. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 21ST NOVEMBER 2023: The minutes were approved by all Councillors and the minutes were signed.

128. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR MATTHEW WALSH:

- a. Buckinghamshire Council are keeping a close eye on the weather and damage that it can do to the roads.
- b. There is no update on the Dragon Teeth in Bar Lane, Cllr Walsh will chase again tomorrow.
- c. Cllr Rogers raised a concern again with the advertising hoarding on Lower Icknield Way. Cllr Walsh stated that it has been reported and will chase up.

129. PLANNING:

The following new applications were reviewed, discussed and comments approved.
23/07808/VCDN: Land to South of Rose Farm Thame Road: No comment
23/07913/TPO: 4 Innkeepers Court Longwick: No comment
23/08012/FUL: White Gables Thame Road Longwick: No comment
All comments were approved.

The following applications status has changed:

23/06618/FUL: Quakers Farm Meadle Village Road Meadle: Application Permitted
23/06474/LBC: Quakers Farm Meadle Village Road Meadle: Application Permitted
23/07312/VCDN: White Gables Thame Road Longwick: Application Permitted
23/07268/FUL: 7 Sportsman's Way Longwick: Application Permitted
23/07464/CLP: September Cottage Ilmer Lane Ilmer: Grant Certificate - Proposed Development
23/07562/ADRC: Barn Longwick Mill Lower Icknield Way: Permit - detail Reserved by Condition
23/07185/ADRC: Land to South of Rose Farm Thame Road: Permit - detail Reserved by Condition
23/07304/FUL: Three Cottages Stockwell Lane Meadle: Application Permitted
23/07612/FUL: 10 Farmers Way Longwick: Application Permitted

130. TO RECONSIDER GRANT APPLICATION: LONGWICK EVENING WI – CAROL CONCERT: Cllr Richards and Cllr Barter requested that this item be reconsidered. Discussions were had and it was agreed to pay the £76.37 which was the expenditure reported by the Wi.

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

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 overgrowth – Stream
Sign Wizzard Ltd	£229.04	£45.81	£274.85	Speedwatch Signs
Glasdon	£170.16	£34.03	£204.19	Bin to replaced damaged bin
PRTC	£669.33	£133.87	£803.20	Playing field and Ilmer Grass
Cutting				
Valerie McPherson	£166.78		£166.78	Newsletter Expenses
Valerie McPherson	£150.00		£150.00	Chairmans Allowance
Play Inspection Co.	£225.00	£45.00	£270.00	Annual RoSPA
Thomas Design	£457.33	£91.47	£548.80	Reviewing speed limit changes
Longwick WI	£76.37		£76.37	Grant application ref 130
All payments were approved.				

Direct Debits / Standing Orders

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

- 132. TO CONSIDER DRAFT BUDGET FOR 2024/2025:** The draft budget had been circulated and published ahead of the meeting. A vote was taken and all Councillors were in favour of approving the budget. Total income £42,486 and an expenditure of £445,356 which includes proposed capital projects.
- 133. TO CONSIDER AND APPROVE PRECEPT FOR 2024-2025:** A vote was taken and all Councillors were in favour at keeping Band D at £37.19 resulting in a precept of £35,293.31 for the Parish Council in 2024-2025.
- 134. TO APPOINT INTERNAL AUDITOR FOR 2024-2025:** A vote was taken and all Councillors were in favour and Jane Olds was appointed as the Internal Auditor for 2024-2025 at a cost of £250.00.
- 135. TO APPROVE COSTS ASSOCIATED WITH A REVIEW OF THE NEIGHBOURHOOD PLAN:** The circulated costs were discussed and a vote was taken to approve Thomas Design and Regeneration to support in the Neighbourhood Plan review at a total cost of £11,000. Grants will be applied for to offset this.
- 136. TO APPROVE DEVOLVED SERVICES CONTRACTOR AND ASSOCIATED COSTS:** Councillors considered and all were in favour and Princes Risborough Town Council was appointed as the Contractor for grass cutting in 2024-2025.
- 137. TO APPROVE A PARISH COUNCIL, DROP-IN SESSION FOR FEBRUARY:** Councillors approved Saturday 3rd February 2024, 11.30am-12pm. It was agreed to publicise on Facebook, noticeboards and through Longwick School.
- 138. TO CONSIDER APPOINTING A PARISH COUNCIL REPRESENTATIVE ONTO THE VILLAGE HALL COMMITTEE:** Discussions were had and Councillors felt it would be beneficial to have a representative on the committee however, as not all Councillors were present it was agreed to defer this item to January 2024.
- 139. TO NOTE CLERK'S ACTIONS UNDER DELEGATED AUTHORITY:**
- a. Replacement bin for the one damaged by fireworks at a cost of £204.19 inclusive of delivery and VAT.
 - b. Installation of above-mentioned bin and removal / disposal of old bin: £215
 - c. Repair / replacement of garage fascia: £170
- 140. TO NOTE ANNUAL ROSPA REPORT AND AUTHORISE THE CLERK TO OBTAIN QUOTES FOR RECOMMENDED WORK:** Report noted and Clerk is obtaining quotes. Will be considered at January 2024 meeting.
- 141. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk reported that Owlswick Village Green has been registered as an Asset of Community Value and the transfer of ownership of land is proceeding.
 - b. Cllr McPherson thanked the resident who arranged the Remembrance Service.
 - c. Cllr McPherson thanked Penns nursery for the kind donation of the Christmas Tree for the playing field.
- 142. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr McPherson and Cllr Rogers had attended the North West Chiltern Community Board meeting. Residents who were experiencing issues with school transport to Lord Williams now have a bus service.
- 143. 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 16th January 2024 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 7.55pm

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

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£1,034.48		£1,034.48	Clerk Salary including backpay
HMRC	£217.12		£217.12	PAYE
James Glasglow	£170.00		£170.00	Repair to garage fascia
Chiltern Society	£653.80		£653.80	Devolved Footpaths
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Longwick cum Ilmer	£425.39		£425.39	CashPlus - Reinstate Balance
Total	£2,643.79	£28.60	£2,672.39	
Direct Debits / Standing Orders				
EDF Energy	£48.00		£48.00	Electricity - Increase in DD
Nest	£69.26		£69.26	Pension Contribution

TO CONSIDER QUOTE FOR WORKS RECOMMENDED IN ROSPA

This quote is for all work recommended in the annual RoSPA report, some of which Councillors may feel is not necessary at this time.

Ref: Longwick Playing Field, HP27 9SG	Cost
<p>Gate RPM to adjust 1 No. gate to give a 12mm clearance on both sides of the gate RPM to fit 1 No. nut cap</p>	<p>£ 480.00 £ 25.00</p>
<p>Bow Top Fencing RPM to remove projecting bolt threads on the sign attached to the fence RPM to re-secure all loose fixings where required</p>	<p>£ 65.00 £ 100.00</p>
<p>Dish Roundabout RPM to strip down the above item, check bearings for wear, lubricate and re-fit item RPM to replace missing bolt cap covers with new</p>	<p>£ 185.00 £ 20.00</p>
<p>Seesaw RPM to rub down, prime and paint the above item using yellow and red colour lead free playground paint RPM to replace missing bolt and cap covers with new</p>	<p>£ 480.00 £ 75.00</p>
<p>Tractor RPM to remove the existing carpet surface and timber edging into RPM skip RPM to supply and 14m² of rubber mulch complete with membrane and MOT stone</p>	<p>£1530.00</p>
<p>Junior Multiunit RPM to replace missing inserts to remove finger entrapments RPM to cut out 1 No. small area of damaged rubber mulch and relay with new black mulch surface at the end of the slide poles</p>	<p>£ 65.00 £ 240.00</p>
<p>Picnic Table RPM to remove projecting bolt threads</p>	<p>£ 55.00</p>
<p>Cableway RPM to strip down the above item and carry out an internal inspection on all parts, lubricate and re-fit item if safe to do so RPM to adjust the seat to the correct height Scaffolding required Please note if parts are worn we will need to quote to replace</p>	<p>£ 650.00</p>
<p>RPM to surface overlay the existing grass mats with 36m² of rubber mulch complete with membrane, 1.2m wide</p>	<p>£3420.00</p>
<p>Fun Box RPM to clean the surface on the above item to remove moss and algae using water and wire brush</p>	<p>£140.00</p>
<p>Grind Rail RPM to rub down, prime and spray paint the above item</p>	<p>£ 150.00</p>
<p>Platform Transition RPM to clean the surface on the above item to remove moss and algae using water and wire brush</p>	<p>£ 140.00</p>
<p>RPM to rub down, prime and spray paint the above item</p>	<p>£ 140.00</p>

<p>MUGA RPM to supply and fit 1 No. sign stating the following conditions <i>The equipment is not intended for children less than 3 years old</i> <i>Do not climb or hang on the ring</i> <i>Do not wear rings or other jewelry</i> <i>The name and contact number of the administrator</i></p>	£ 450.00
RPM to supply and spread top soil and seed to eliminate the trip hazard at the entrance	£ 65.00
RPM to clean the surface on the above item to remove moss and algae around the perimeter edge using water and wire brush	£ 240.00
RPM to remove tree debris and leaves into RPM skip	£ 480.00
<p>Parallel Bars RPM to re-secure loose fixings</p>	£ 65.00
RPM to supply and spread top soil and seed to the perimeter edge to remove trip point	£ 75.00
<p>Cross Trainer RPM to re-secure 1 No. loose bolt</p>	£ 65.00
<p>Pull Up Bar RPM to replace missing post end cap</p>	£ 45.00
<p>Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials</p>	
<p>All prices quoted are subject to VAT</p>	

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 31/12/2023		
	Cash in Hand 01/04/2023		421,498.40
	ADD Receipts 01/04/2023 - 31/12/2023		269,784.96
			691,283.36
	SUBTRACT Payments 01/04/2023 - 31/12/2023		38,264.95
A	Cash in Hand 31/12/2023 (per Cash Book)		653,018.41
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Skipton Building Society 31/12/2023	80,000.00	
	Charity Bank 31/12/2023	60,239.92	
	The Cambridge Building Society 31/12/2023	80,000.00	
	CashPlus 31/12/2023	404.61	
	Lloyds Savings Account 31/12/2023	67,765.31	
	Lloyds Current Account 31/12/2023	114,134.40	
	Hampshire Trust 31/12/2023	85,000.00	
	Nationwide 31/12/2023	80,000.77	
	Redwood 31/12/2023	85,000.00	
			652,545.01
	Less unrepresented payments		652,545.01
			473.40
B	Adjusted Bank Balance		653,018.41
	A = B Checks out OK		

Longwick-cum-Ilmer Parish Council

9 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/12/2023)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	CIL 19/20 : Spend by Mar 25				218,930.42	14,985.68	203,944.74	203,944.74 (93%)
35	CIL 20/21: Spend by Mar 26				120,964.53		120,964.53	120,964.53 (100%)
36	CIL 21/22: Spend by Mar 27				45,486.65		45,486.65	45,486.65 (100%)
40	CIL 22/23: Spend by Mar 28							(N/A)
42	CIL 23/24: Spend by Mar 29		100,547.88	100,547.88				100,547.88 (N/A)
SUB TOTAL			100,547.88	100,547.88	385,381.60	14,985.68	370,395.92	470,943.80 (122%)

Community Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Bin Emptying				2,880.00	1,287.00	1,593.00	1,593.00 (55%)
17	Playground Risk Assessment				45.00	225.00	-180.00	-180.00 (-400%)
18	Playground Repairs / Maintenance				3,000.00		3,000.00	3,000.00 (100%)
19	Devolved Services				3,195.06	2,413.90	781.16	781.16 (24%)
20	Maintenance				9,000.00	2,371.46	6,628.54	6,628.54 (73%)
21	Grass / Hedges				2,500.00	3,346.67	-846.67	-846.67 (-33%)
41	Trees							(N/A)
SUB TOTAL					20,620.06	9,644.03	10,976.03	10,976.03 (53%)

Grants and Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Grants and Donations				4,000.00	76.37	3,923.63	3,923.63 (98%)
SUB TOTAL					4,000.00	76.37	3,923.63	3,923.63 (98%)

Office and Basic Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Clerk Salary				6,243.82	6,031.10	212.72	212.72 (3%)
2	HMRC / Pension				700.00	1,142.71	-442.71	-442.71 (-63%)
3	Home Working Allowance				260.00	110.00	150.00	150.00 (57%)
4	Payroll / Accountancy Fee's				300.00	125.00	175.00	175.00 (58%)
5	Audit Fees				566.50	670.00	-103.50	-103.50 (-18%)
6	Village Halls for Meetings				150.00	30.00	120.00	120.00 (80%)
7	Elections							(N/A)
8	Insurance				850.27		850.27	850.27 (100%)
9	Staff Training				200.00	153.25	46.75	46.75 (23%)
10	Newsletter				2,200.00	1,011.78	1,188.22	1,188.22 (54%)
11	Website / Emails				129.99	129.99		(0%)
12	Electricity				250.00	218.67	31.33	31.33 (12%)
13	CCTV SIM Rental				300.00		300.00	300.00 (100%)
14	Chairmans Allowance				200.00	150.00	50.00	50.00 (25%)

Longwick-cum-Ilmer Parish Council

9 January 2024 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/12/2023)

15 Misc Admin Expenses	2,000.00	154.94	1,845.06	1,845.06 (92%)
23 Subs (NALC, SLCC etc)	269.85	382.42	-112.57	-112.57 (-41%)
37 Mobile Top Up	72.00	45.00	27.00	27.00 (37%)
38 Accounts Software	485.00		485.00	485.00 (100%)
SUB TOTAL	15,177.43	10,354.86	4,822.57	4,822.57 (31%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Playground Equipment Under 5's						(N/A)	
25	Compliant Website						(N/A)	
33	Jubilee Celebrations				3,000.00	200.00	2,800.00 (93%)	
39	Play Around the Parishes				381.00	450.00	-69.00 (-18%)	
SUB TOTAL					3,381.00	650.00	2,731.00 (80%)	

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Precept	30,250.00	34,582.98	4,332.98			4,332.98 (14%)	
27	CIL Receipts		117,136.78	117,136.78			117,136.78 (N/A)	
28	Devolved Services BCC	3,747.14	3,482.77	-264.37			-264.37 (-7%)	
29	Grants						(N/A)	
30	VAT Refund	4,000.00	9,209.06	5,209.06			5,209.06 (130%)	
31	Bank Interest	100.00	4,825.49	4,725.49			4,725.49 (4725%)	
32	Misc Receipts						(N/A)	
SUB TOTAL		38,097.14	169,237.08	131,139.94			131,139.94 (344%)	

Summary

NET TOTAL	38,097.14	269,784.96	231,687.82	428,560.09	35,710.94	392,849.15	624,536.97 (133%)
V.A.T.					2,554.01		
GROSS TOTAL		269,784.96			38,264.95		