



*Longwick-cum-Ilmer  
Parish Council*

## **LONGWICK PARISH COUNCIL**

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

**You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall  
on Tuesday 19<sup>th</sup> March 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.

172. Welcome and Apologies for Absence

173. To Receive any Declarations of Interest

174. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 20<sup>th</sup> February 2024

175. Update from Buckinghamshire Councillors

176. Planning Applications:

- a. To consider and approve comments for New Planning Applications
- b. To Receive Notice of Planning Applications Approved and Refused

177. To note accounts for payment in accordance with the budget

178. To consider insurance renewal for 2024-2025

179. To consider quote for dish roundabout repairs

180. To consider request to use the playing field for PAN Football

181. To consider Buckinghamshire Council Devolved Services proposal

182. Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, a resolution is required to exclude the public and press to protect the confidential nature of the business to be transacted during consideration of item 183 on the agenda.

183. To consider correspondence which has been received and the action required.

184. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.

185. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council

186. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council

187. To consider agenda items and confirm the date and time of the next meeting: Tuesday 16<sup>th</sup> April 2024 at Longwick Village Hall. Annual Meeting of the Parish starting at 7pm followed by the Parish Council Meeting at 7.30pm

**Tracey Martin**  
**Clerk, Longwick Parish Council**  
[clerk@longwickcumilmer.org.uk](mailto:clerk@longwickcumilmer.org.uk)

**13<sup>th</sup> March 2024**

**MINUTES FOR APPROVAL**



*Longwick-cum-Ilmer  
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
TUESDAY 20<sup>TH</sup> FEBRUARY 2024 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT:** Cllr Val McPherson BEM (Chairman), Richard Myers (Vice Chairman), Jane Rogers, Brian Richards, Alex Barter and Mark Molson  
Tracey Martin (Clerk)  
Five members of the public in attendance

Residents raised the following questions:

Is a neighbourhood plan review going to take place: Cllr McPherson stated that the Parish Council may have to look at the Neighbourhood Plan in the future due to the pressure to build houses / approaches to landowners.  
An update on Speedwatch: Cllr McPherson confirmed that Speedwatch is run by volunteers independently from the Parish Council. The resident requested an average speed camera.  
Information on proposed CIL expenditure: The only proposed expenditure is on the Transport Initiative however; Buckinghamshire Council have still not provided figures for these works. Cllr Barter stated that suggestions are welcome from residents.

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

**145. DECLARATIONS OF INTEREST:** None declared.

**146. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD 16<sup>TH</sup> JANUARY 2024:** The minutes were approved by all Councillors and the minutes were signed.

**147. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR:** There were no Buckinghamshire Councillors present so no update was received.

**148. PLANNING:**

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

24/05078/FUL: Waterspring House Meadle Village Road Meadle: No comment

24/05079/LBC: Waterspring House Meadle Village Road Meadle: No comment

24/05134/TPO: Rose Farm Thame Road Longwick: Longwick cum Ilmer Parish Council would rely on the arboriculturist knowledge when considering this application however, would like it noted that one of the attractions of this development is the mature tree cover.

24/05328/CLP: 32 Walnut Tree Lane Longwick: No comment subject to comments from Cllr Barter

The following applications status has changed:

23/07913/TPO: 4 Innkeepers Court Longwick: Application Permitted

24/05089/TPO: Woodbine Cottage Chestnut Way: Application Withdrawn

23/08121/CTREE: Three Cottages Stockwell Lane Meadle: Not to make a Tree Preservation Order

23/08084/FUL: Appletrees Meadle Village Road Meadle: Application Withdrawn

23/07557/MDS106: Land to The South of Rose Farm Thame Road: Application Permitted

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

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Comment</b>
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
PA Spittles	£1150.00	£230.00	£1380.00	Removal of rotunda
D Hounslow	£320.00		£320.00	Tree Debris, Speedwatch Signs
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
<b>Total</b>	<b>£2423.45</b>	<b>£258.60</b>	<b>£2682.05</b>	

All payments were approved.

**CashPlus Card**

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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CR Lighting	£45.85	£9.17	£55.02	Lighting column cover
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**Direct Debits / Standing Orders**

EDF Energy	£48.00		£48.00	Electricity monthly payment
Nest	£44.85		£44.85	Pension Contribution

- 150. TO CONSIDER WHETHER TO HOLD ANY “PLAY DAYS” WITHIN THE SCHOOL HOLIDAYS:** Discussions were had and all Councillors were in favour of approving 2 sessions during the summer holidays provided by JR Sports at a cost of £475+VAT per session. One session being at the beginning and one at the end of the summer holidays.
- 151. TO CONSIDER AND APPROVE PLAYING FIELD HIRE COSTS:** Discussions were had on the below fees which had been proposed:  
 Fete: £200 for 1.5 days  
 Parties: £20 (based on a small designated area near to the Village Hall)  
 Parties with bouncy castle: £30 (based on a small designated area near to the Village Hall)  
 Ad hoc sports hire: £20 per hour  
 Cllr Myers proposed and Cllr Richards seconded and a vote was taken and all Councillors were in favour and the above fees were approved. Rules and regulations to be updated by the Clerk. **Action: Clerk**
- 152. TO APPROVE QUOTES FOR WORKS REQUIRED TO THE PLAY AREA FOLLOWING THE ROSPA:** Discussions were had and the following quotes were approved:  
 Reids Playground Maintenance quote number 7596 minus the rubber mulch under the Cableway, this will be considered at a later date and the size of the flooring under the tractor will be reduced resulting in the quote being reduced. The maximum amount approved was £3,195 + VAT  
 The quote from D Hounslow was also considered and all Councillors were in favour and the works were approved at a cost of £1,950.
- 153. TO APPROVE COSTS FOR ANNUAL ROSPA INSPECTION IN DECEMBER 2024:** All Councillors were in favour of approving the inspection at a cost of £237.00 + VAT.
- 154. TO CONSIDER MAKING A REQUEST TO HAVE THE LARGE NOTICEBOARD LOCATED NEAR THE SPORTMANS ROUNDABOUT RELOCATED INTO THE PARISH IT BELONGS:** Discussions were had and following a tied vote the Chairman used their casting vote and it was resolved to request that the noticeboard is removed. Clerk to contact the Town Council. **Action: Clerk**
- 155. TO DISCUSS THE RECENT DROP-IN SESSION AND CONSIDER WHETHER TO HOLD ANOTHER:** Cllr Barter reported that a drop-in session took place on 3<sup>rd</sup> February 24. In total five residents attended, a few of the issues raised where not specific to the Parish Council. The number of residents attending were down on the previous session. It was agreed to hold one further session in early May and see how many people attend.
- 156. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. Cllr Barter reported an issue with dog poo bins which had been raised at the drop-in session at the top of Walnut Tree Lane. Another request has also been received for a dog waste bin by Redhouse Farm, Thame Road by the footpath. Indicative costs were discussed and it was agreed to request for Buckinghamshire Council to carry out an inspection of the two sites to check on feasibility. Cllr Barter to provide precise locations to the Clerk. **Action: Cllr Barter / Clerk**
  - b. Cllr Barter raise an issue with litter which is being disposed of on the streets. It was agreed there is nothing that the Parish Council can do.
- 157. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:** No meetings attended.
- 158. 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 19<sup>th</sup> March 2024 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 8.31pm.

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

## PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Shield Maintenance	£143.00	£28.60	£171.60	Bin Emptying
Starboard Systems	£345.60	£69.12	£414.72	Scribe Accounts Software
<b>Total</b>	<b>£1299.05</b>	<b>£97.72</b>	<b>£1396.77</b>	

### CashPlus Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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### Direct Debits / Standing Orders

EDF Energy	£48.00		£48.00	Electricity - Increase in DD
Nest	£44.85		£44.85	Pension Contribution

## TO CONSIDER INSURANCE RENEWAL FOR 2024-2025


The Parish Council has received our insurance renewal which for the past 3 years we have been in a fixed agreement with the last payment being £895.61.

The price this year is: quoted as £1,005.65 which is a 12.28% increase

### INSURANCE DETAILS

Period of insurance :	Continuous cover from 31/03/2024 until the policy is cancelled
Date issued to insured :	25/02/2024
Underwritten by :	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method :	Payment by Broker's Account

### INSURED DETAILS

Insured :	Longwick-cum-Ilmer Parish Council
Address :	
Additional insureds :	There are no Additional Insureds on this policy
Business :	Parish Council
General terms and conditions wording :	11604 WD-HSP-UK-PAC-GTC(4) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

### PREMIUM DETAILS

Annual premium :	£897.90	Annual Tax :	£107.75	Total :	£1,005.65
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I have gone out to Zurich and Clear Councils for quotes. I am expecting the quote from Clear Councils within the next couple of days and will share the quote details when it is received.

**Note: Whichever option Councillors choose the renewal and payment is due on the 31<sup>st</sup> March therefore the payment will be added to the above payment schedule.**

## TO CONSIDER REQUEST TO USE THE PLAYING FIELD FOR PAN FOOTBALL

The PAN Football group have confirmed that they require access to toilets (not a portalo) so permission would need to be sought from the Village Hall. The Village Hall have been contacted and the Parish Council was expecting a reply following their meeting at the end of February. Unfortunately, at the time of producing this meeting pack the Clerk has not received any information from the Village Hall.

## TO CONSIDER BUCKINGHAMSHIRE COUNCIL DEVOLVED SERVICES PROPOSAL

Buckinghamshire Council has sent through their Devolved Service agreements for 2024-2025. There has been some issues with the maps being produced incorrectly due to the Asset team incorrectly identifying areas which are not currently devolved.

I am awaiting an updated map from Buckinghamshire Council and will send these through when received. If they are not received we will either have to defer this item or delegate authority for approval.

The Highways Devolution payment for 24/25 will be £3484.85, previous year was £3,482.77.

## TO CONSIDER QUOTE FOR DISH ROUNDABOUT REPAIRS

Following the recent RoSPA and quote approved to have the dish roundabout stripped down to check bearings etc Reid's Playground Maintenance have stated that the bearings need replacing.

Quote from Reids:

Ref: Longwick Playing Field, HP27 9SG		Date: 12 <sup>th</sup> March 2024
		Cost
<b>Bowl Spinner</b> RPM to strip down the above item replace bearings with new and re-fit item		£1220.00
<b>Quotes issued will be valid for a period of 3 weeks only due to rising cost in materials</b>		
All prices quoted are subject to VAT		

Quote from SafePlay:

SITE ITEM	DESCRIPTION	REMEDIAL ACTION	SUBTOTAL
Roundabout	Bearings worn & item is not operating correctly	Replace bearing	£1,972.72

## CORRESPONDENCE

1. The Clerk received a complaint regarding the Parish Council charging the fete for use of the playing field as they feel it is a community event and the playing field is there for the community. The request is: I implore the Parish Council to review their actions and rescind this charge and let's return to a time when the Parish Council were at the forefront of all that's good about living in Longwick and outlying hamlets.
2. The Clerk received a request to follow up on a report which had been made on FixMyStreet: "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 Local Area Technician has responded with the following: The work will be completed before end of March / Start of April - It includes edgings across the back, a new footway surface and a line of bollards to stop this happening again.
3. The Clerk received an email requesting that the speed sign coming from the Thame end of the village be replaced to one similar to the two the other end of the village. This would be a better indication that one was speeding by demonstrating actual speed.
4. Following on from item 167 – Large noticeboard by Sportsman Roundabout. The Clerk has made enquiries with the planning department and has been quoted the following "From a planning perspective there is no breach as the sign has consent. Your parish was consulted about the application and did not raise any objections". As the noticeboard has permission the Clerk is unsure what else can be done on this matter.