



Longwick-cum-Ilmer
Parish Council

LONGWICK PARISH COUNCIL

To: Cllr Smith (Chair), Cllr Livingston (Vice Chair), Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Greengrass, Cllr Goodchild and Cllr Atkinson

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall on Tuesday 15th July 2025 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.

71. Welcome and Apologies for Absence
72. To Receive any Declarations of Interest
73. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 17th June 2025
74. Update from Buckinghamshire Councillors
75. To consider actions from previous meeting
76. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
77. To approve payments in accordance with the budget
78. To approve quarter 1 accounts
79. To consider quotes for grass cutting for the remaining season
80. To review and approve the following:
 - a. Internal Controls Policy
 - b. Investment Policy
 - c. Reserves Policy
 - d. Review of Effectiveness of Internal Audit
81. To appoint a Councillor as a representative for the Community Boards
82. To consider whether to permit external advertising on the Parish Council website, Facebook and Newsletter
83. To receive a report on the Community Meeting held on Thursday 10th July 2025 and consider any associated actions
84. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
85. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
86. To confirm the dates and times of the next Parish Council Meeting: As the Parish Council does not meet in August the next Parish Council meeting will be on Tuesday 16th September 2025 at 7.30pm at Longwick Village Hall.

Tracey Martin
Clerk, Longwick Parish Council

9th July 2025



DRAFT MINUTES FOR APPROVAL

*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
PARISH COUNCIL MEETING HELD ON**

TUESDAY 17TH JUNE 2025 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT: Cllr Ayre, Cllr Livingston, Cllr van Apeldoorn, Cllr Gummer, Cllr Smith, Cllr Greengrass, Cllr Goodchild, Cllr Atkinson and Cllr Pennell
Buckinghamshire Councillors: and Gary Hall
21 members of the public present at the start of the meeting

- Representative from ODBST introduced themselves and stated that they hoped they had addressed queries which had been raised previously.
- Resident raised question about Thames Water Pumping Station and the Parish Councils view on residential development in Longwick. Cllr Smith asked the resident to write to the Parish Clerk about the Water Pumping Station and with regards to further development the Parish Council will have to wait to see what developments come forward but when any formal applications are received the Parish Council may consider inviting developers to meetings and will focus our comments on the neighbourhood plan.
- What are your plans to consult with the Community. Cllr Smith stated that this will be discussed later in the agenda.
- A request had been sent to the Clerk for a bench outside Post Office, unfortunately the Clerk did not receive this email until this evening so has not yet been circulated to Councillors. The Clerk will liaise with the Local Area Technician to see if this is feasible and gather any costings which will then be brought to the Council.

Action: Clerk

- Two Councillors had visited the Children's Memorial Garden and the landowner confirmed that the planning application for a Chapel has been submitted.
- A resident raised a concern with the development Little Oakley, on the Thame Road and having received no response from them.
- Concerns were raised over speeding and markings on the road were requested.
- A resident asked what is happening with Maccabee Kennels and Cllr Smith stated that this will be discussed later in the meeting.

47. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting. Apologies were received from Cllr Walsh.

48. DECLARATIONS OF INTEREST: No interests were declared.

49. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 20TH MAY 2025: It was proposed by Cllr Livingston seconded by Cllr Goodchild and it was **resolved** by all those present to approve the minutes and the minutes were signed.

50. TO CONSIDER A GRANT APPLICATION FROM ODBST: Questions were raised about the financial savings per year, where additional funding could be sourced and how much it would benefit to the wider community.
Cllr Smith proposed that 50% of the total funding, amounting to £16,000, would be granted on the condition that an equivalent amount is secured from another organisation. Payment would be made only upon project completion. The proposal was seconded by Cllr Gummer, and following a unanimous vote, the council **resolved** to approve, in principle, the funding of £16,000, subject to the confirmation of match funding. Clerk will write to ODBST outlining the above.

Action: Clerk

51. TO REVIEW THE GRANT APPLICATION FROM LONGWICK PRESCHOOL: The following concerns were raised by Councillors:

- a. Given the proximity of two forest schools within the Parish, it may be more practical for the school and preschool to share facilities.
- b. Consideration was given to how the building's aesthetics would integrate with the surrounding area.
- c. Cllr Smith proposed collaborating with the school and preschool to encourage joint efforts in finding a solution. Cllr Greengrass seconded the motion, and following a vote, it was **resolved** not to approve the grant request for £24,310 at this time but to engage with both parties in developing a suitable plan. Clerk to write to the Preschool informing them of the decision.

Action: Clerk

52. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR GARY HALL:

- a. Cllr Hall stated that he had also noticed that the A4129 road has got noticeably busier and would like to arrange a meeting between the Parish Council, Cllr Hall, Cllr Walsh and MP Greg Smith. Clerk to arrange. **Action: Clerk**
- b. Toucan Crossing information is limited but has been shared with Councillors.
- c. Cllr Livingston stated that at a recent meeting he was informed that more emphasis will be put on highways policing towards the end of the year.

53. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Community Board Representative to be added to agenda (26a): The Clerk is waiting further communications from the Community Boards.
- b. Clerk to confirm if Princes Risborough Parochial Charities requires any action from the Parish Council (26b): The Clerk has made contact and it has been confirmed that no action is required from the Parish Council.
- c. Follow up on the progress of the War Memorial railings (36): Railings are expected back w/c 26/05/25, clerk will arrange for them to be installed.
- d. Circulation of the grass cutting contract in place (37): This has been circulated to Councillors.
- e. Produce Internal Controls Policy (38b): This has been added to the June agenda.
- f. Produce Reserves Policy (38c): This has been added to the June agenda
- g. Annual Appraisal for Clerk (38d): Clerk has added to the June agenda to establish a Staffing Working Group to carry this out.
- h. Add photographs to asset register (38e): Clerk has added to Scribe
- i. Produce Investment Policy (38f): This has been added to the June agenda
- j. Review the effectiveness of Internal Audit (38g): This has been added to the June agenda
- k. Explore .gov domain (38i): Clerk has added to the June agenda to establish a Website Working Group which will review the current website and domains.
- l. Clerk to arrange meeting with resident and Cllr van Apeldoorn to discuss residents' concerns with MUGA and Antisocial behaviour. Cllr van Apeldoorn will report back to the Parish Council (43a): Meeting has taken place and is on the June agenda for discussion.
- m. Concerns about parking on Ilmer Green. Clerk to provide details to Cllr Smith and he will investigate and report back (43c): Clerk has provided details to Cllr Smith. A meeting has taken place and Clerk is making enquiries with Buckinghamshire Council

54. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

25/06122/FUL: Maccabee Kennels Bar Lane Owlswick: While the Council has no objection to the building itself, we strongly request that consideration be given to the provision of a pavement along Bar Lane. This section of Bar lane is already very narrow, not wide enough for two cars to pass safely. At present, there is no dedicated pedestrian infrastructure, forcing pedestrians to walk along the roadway, which poses a safety risk. The introduction of a pavement would significantly improve accessibility and ensure safer passage for residents and visitors. Additionally, the Council requests that the adequacy of sewerage and water infrastructure be reviewed as part of the development process. It is essential that the existing network can support the proposed development without negatively impacting current residents. Improvements may be necessary to ensure capacity, sustainability, and long-term efficiency.

The Parish Council urges the planning authority to incorporate these vital infrastructure considerations into the development plans to support both pedestrian safety and essential utilities.

25/06178/CTREE: Hawfinch House 6 Shepherd Meadow Owlswick: No objection

25/06210/CTREE: Horsenden Manor Horsenden Lane Princes Risborough: No objection

25/06300/AGD: OS Parcels 2521 And 2927 Horsenden Lane: No objection

25/06102/CLP: 10 Ivy Close Longwick: No objection however, attention should be given to the extending of the dropped kerb as it may have an effect on the fire hydrant which is in close proximity.

25/06109/ADRC: Stables Chadwell Hill Farm Lower Icknield Way: For information only, no comment required

Following a proposal by Cllr Pennell seconded by Cllr Livingston a vote was taken and it was resolved to approve the comments for submission.

The following applications status has changed:

25/05571/FUL: Cotleigh Thame Road Longwick: Application Permitted

25/05750/FUL: Mulberry House Meadle Village Road Meadle: Application Refused

25/05299/FUL: 15 Williams Way Longwick: Application Permitted

25/05936/ADRC: Orchard View Farm Stockwell Lane Little Meadle: Permit - detail Reserved by Condition

25/05277/FUL: Kent Cottage Red Lion Lane Thame Road: Application Refused

55. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:

Cllr Smith informed those present that the contractor for grass cutting in the Parish terminated the contract with immediate effect. As a result, the clerk had to arrange a one-off cut of the playing field which is included in the payment schedule below.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.80		£105.80	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
SLCC	£95.00		£95.00	Subs
Tracey Expenses	£118.22		£118.22	Expenses & Home
Allowance				
The JR Sports Group	£250.00	£50.00	£300.00	VE Day Sports Session
Gardens by Gathercole	£218.75		£218.75	Grass cutting
Gomes Forge Ltd	£2,500.00	£500.00	£3,000.00	War Memorial Railings
D Hounslow	£670.00		£670.00	Reinstalling railings & clearing fallen branches
Zempler	£224.00		£224.00	Reinstate balance
Buckinghamshire Council	£26,870.52	£5,374.10	£32,244.62	Feasibility Study Crossing (Quote 10008)
Jenny Greengrass	£217.00		£217.00	Planters
Oxford Oak	£900.00	£180.00	£1,080.00	Tree works T15
SureCare	£350.00	£70.00	£420.00	One off - playing field
Zempler Card Payments				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£218.00		£218.00	Microphone system
Directs Debits / Standing orders				
EDF	£45.79	£2.21	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution
Receipts				
Bucks Council	£3,234.12		£3,234.12	Devolved Services

56. TO CONSIDER ESTABLISHING THE FOLLOWING WORKING GROUPS / COMMITTEES AND APPROVING TERMS OF REFERENCE:

- Website Review Working Group: It was **resolved** to appoint Cllr Livingston and Cllr Gummer and to adopt the Terms of Reference.
- Staffing Committee Working Group: It was **resolved** to appoint Cllr Ayre, Cllr Goodchild and Cllr Pennell and to adopt the Terms of Reference.

57. TO CONSIDER APPOINTMENT OF COUNCILLORS FOR THE FOLLOWING FOCUS AREAS:

Cllr Smith stated that these individuals would serve as key points of contact, reporting back to Councillors and Parish Council meetings with any suggestions, actions, or recommendations.

Following discussions, it was **resolved** to appoint the below members to focus areas:

- Youth facilities & activities: Cllr Gummer, Cllr Pennell and Cllr Atkinson
- Senior Citizen groups /disability: Cllr Greengrass, Cllr Smith and Cllr Pennell
- Longwick School / Pre School: Cllr Ayre and Cllr Smith
- Sporting opportunities & Playing Field: Cllr Gummer, Cllr Atkinson and Cllr van Apeldoorn
- Ilmer & Horsenden / Owlswick / Meadle / Little Meadle: Cllr Goodchild, Cllr Livingston and Cllr van Apeldoorn
- Village Hall: Cllr Greengrass, Cllr Livingston and Cllr Ayre
- Footpaths and Bridleways: Cllr van Apeldoorn, Cllr Ayre and Cllr Pennell
- Neighbourhood plan: Cllr Smith, Cllr Ayre, Cllr Livingston and Cllr van Apeldoorn
- Village environment / Litter: Cllr Greengrass, Cllr Pennell and Cllr Goodchild
- Police: Cllr Smith and Clerk
- Speeding / traffic / transport: Cllr Goodchild, Cllr Livingston, Cllr Gummer and Cllr Atkinson
- Buckinghamshire Unitary Council and Buckinghamshire Councillors: Cllr Livingston, Cllr Smith and Clerk
- Community Development: All Councillors

58. **TO CONSIDER AND APPROVE A COMMUNITY MEETING AND AN ASSOCIATED BUDGET:** It was **resolved** to proceed with the 10th July 2025 starting at 7pm at the Village Hall. A budget was approved of £600 which will include the hall, nibbles and drinks.
59. **TO CONSIDER A NEW DATE FOR THE MAKERS AND ARTIST FAIR AND ALLOCATE A WORKING GROUP:** It was **resolved** that this will be deferred until next year due to time constraints.
60. **TO CONSIDER AND REVIEW THE PLAYING FIELD HIRE REGULATIONS AND CHARGES:** Following discussions it was **resolved** that Cllr Smith will make some amendments to the policy and bring back to the July meeting for approval. Clerk will add to agenda. **Action: Cllr Smith and Clerk**
61. **TO CONSIDER ACTIONS REQUIRED FROM A MEETING WHICH TOOK PLACE WITH REGARDS TO NOISE COMPLAINTS FROM THE MUGA:** A Councillor met with residents to listen to their concerns, and subsequently, two Councillors have been monitoring the usage, which does not appear to be excessive. Cllr Smith reported that enquiries were made with the company that installed the MUGA, and if noise levels can be reduced, this will be considered as part of ongoing maintenance. Additionally, relocating the target goal has been suggested as a possible solution. The Parish Council requests that any antisocial behaviour be reported to the police. The Clerk will write to the residents, providing details of the research conducted and explaining that potential adjustments will be considered. However, it will be noted that, from a legal and planning perspective, there are no issues with the MUGA. **Action: Clerk**
62. **TO NOMINATE A VOLUNTEER TO MAINTAIN THE PLANTERS:** It was **resolved** that Cllr Greengrass and a member of the public will maintain the planters.
63. **TO CONSIDER A QUOTE FOR ANNUAL CLEARANCE OF THE STREAM:** It was **resolved** to approve the quote for £500 from D Hounslow. Clerk will arrange. **Action: Clerk**
64. **TO CONSIDER QUOTES FOR GRASS CUTTING FOR THE REMAINING SEASON:** Unfortunately, as the quotes were not comparable Councillors were unable to approve but it was **resolved** that £2,000 is approved for the Clerk to arrange grass cutting this month and then this will come back to the July meeting for further discussion. Clerk to arrange grass cutting and add to agenda. **Action: Clerk**
65. **TO REVIEW AND APPROVE THE FOLLOWING:**
a. Internal Controls Policy
b. Investment Policy
c. Reserves Policy
d. Review Of Effectiveness of Internal Audit
Due to time constraints, it was **resolved** to defer this to the July meeting, Clerk to add to agenda. **Action: Clerk**
66. **TO APPROVE PAYMENT FOR WALKERS ROAD TREE WORKS WHICH WILL BE REIMBURSED BY BUCKINGHAMSHIRE COUNCIL:** The Clerk reported that the works will not be carried out until the money is received from Buckinghamshire Council. It was **resolved** to approve the works at a total cost of £360.
67. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
a. The Clerk received an email asking to see more for our teenage children in the village and also for a bus stop in Longwick to go into Thame and the Station. The Clerk has contacted Buckinghamshire Councillors regarding the bus stop and with regards to the activities for teenagers it was agreed to invite them to the Community Meeting. **Action: Clerk**
b. Cllr Livingston had been approached with regards to football goals on the playing field. The Clerk advised these are part of the s.106 application, a response is expected in October 2025.
68. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
a. Cllr Smith provided a report to Councillors on his meeting and subsequent actions from his visit to Ilmer Green. This is awaiting a response from the Local Area Technician as to what can be actioned.
b. Cllr Smith and Cllr van Apeldoorn had visited the Memorial Garden and saw the plans for the Chapel. The Planning Application has been submitted and will be reviewed when received.

- 69. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING: Tuesday 15th July**
starting at 7.30pm at Longwick Village Hall.
- 70. There being no further business the meeting closed at 9.30pm

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

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	<u>Whom</u>	<u>Progress</u>	<u>Action Taken</u>
17/06/25	n/a	Request for bench outside post office	Clerk	Clerk has discussed with the LAT. Unfortunately, there is not room for a bench on the highway. The only space available would be on the shops land who already have a picnic bench in situ.	✓
17/06/25	50	Write to ODBST confirming outcome of grant discussions	Clerk	Clerk has written to them	✓
17/06/25	51c	Write to preschool informing them of out come grant discussions	Clerk	Clerk has written to them	✓
17/06/25	52a	Arrange meeting with Buckinghamshire Councillors and MP	Clerk	Clerk has written asking for dates / availability. Confirmed receipt of email but no dates supplied as yet	Action: Clerk
17/06/25	60	Review of playing field hire regulations and charges	Clerk / Cllr Smith	Clerk added to agenda but Cllr Smith has deferred the item to the September meeting.	Action: Cllr Smith
17/06/25	61	Write to resident with outcome of noise complaints from the MUGA	Clerk	Clerk has responded with outcome	✓
17/06/25	63	Instruct contractor to go ahead with stream clearance	Clerk	Clerk has instructed the contractor to carry out the work	✓
17/06/25	64	Arrange one off grass cutting Obtain updated quotes for grass cutting	Clerk	Blades will be carrying out the one off cut at a cost of £1500 + VAT. Clerk has received updated quotes	✓
17/06/25	65	Add to the agenda policies which were deferred	Clerk	Added to July agenda	✓
17/06/25	67a	Clerk to invite resident who raised concerns about bus services in the Parish to the Community Meeting	Clerk	Clerk has invited the resident.	✓

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.60	£-	£105.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Keith Smith	£23.81	£4.76	£28.57	Padlock
Print Now	£87.00	£3.00	£90.00	Printing flyers
Wel Medical	£243.99	£48.80	£292.79	Defib Battery Ilmer
BMKALC	£25.00		£25.00	Training - Cllr Livingston
Oxford Oak	£300.00	£60.00	£360.00	Tree Works - refunded due BC
Blades	£1,500.00	£300.00	£1,800.00	Grass cutting

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
EDF	£45.88	£2.12	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

Receipts

Silverbird Entertainment	£50.00		£50.00	Refund - VE Day
Lloyds Bank	£40.00		£40.00	Complaint compensation

TO CONSIDER GRASS CUTTING QUOTES:

The clerk sent the spec out to 4 companies but only 1 quote was received. The below company carried out the recent one off cut.

Spec:

Grass cutting for July – September

- One cut per month of verges highlighted on the Devolved Services map
- One cut per month of Walkers Road and Bell Crescent
- Two cuts per month of Ilmer Green
- Two cuts per month of playing field and play park

Quote 1

£3,900 plus vat

£1300 plus vat per month

based on 3 months between July and September

Recommend cutting in October too to maintain a suitable cut height for autumn into winter

TO CONSIDER THE FOLLOWING POLICIES:



LONGWICK CUM ILMER PARISH COUNCIL

INTERNAL CONTROLS POLICY DRAFT – ADOPTED XXXXX

Purpose: This policy establishes internal controls to ensure transparency, accountability, and efficiency in the management of Parish Council operations and finances.

1. Financial Management:

- All financial transactions must be properly recorded and authorised by the appropriate personnel.
- Bank reconciliations will be conducted monthly by the Responsible Financial Officer (RFO) and reviewed by the Council quarterly.
- Payments require dual authorisation from designated signatories.
- Quarterly financial reports will be presented to the Council.

2. Budgeting and Expenditure:

- An annual budget shall be prepared and approved by the Council before the start of the financial year.
- Expenditures must align with the approved budget and be authorised in accordance with financial regulations.

3. Procurement:

- Purchases above a specified threshold require multiple quotations to ensure value for money.
- All contracts and agreements must be reviewed and approved before signing.

4. Asset Management:

- The Council will maintain an up-to-date asset register.
- Regular checks and maintenance will be performed on all Council-owned assets.

5. Risk Management:

- The Council will review the risk assessment annually to identify and mitigate financial and operational risks.
- Adequate insurance will be maintained for Council assets and liabilities.

6. Governance and Compliance:

- Council members must adhere to the Code of Conduct.
- All statutory obligations, including audit and reporting requirements, will be fulfilled.
- Confidentiality and data protection regulations must be followed.

7. Monitoring and Review:

- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Any updates or amendments require Council approval.



*Longwick-cum-Ilmer
Parish Council*

LONGWICK CUM ILMER PARISH COUNCIL

INVESTMENT POLICY DRAFT

ADOPTED XXXXXX

Purpose

1. This policy sets out the principles and framework for managing and investing the Parish Council's funds prudently while ensuring security, liquidity, and return in line with legal and regulatory requirements.

Introduction and Legal and Regulatory Compliance

1. This policy is created under guidance issued by the Secretary of State for Communities and Local Government in accordance with the Local Government Act 2003 and follows the investment guidance set out by the Department for Communities and Local Government (DCLG). The Council shall ensure compliance with all statutory regulations and any additional guidance issued by relevant authorities.
2. Longwick cum Ilmer Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the council.

Objectives

This policy aims to:

1. Protect the Council's capital from risk.
2. Ensure liquidity to meet operational needs.
3. Generate appropriate returns on surplus funds within acceptable risk parameters.

Investment Principles

1. Security – Priority will be given to low-risk investments that protect the Council's funds.
2. Liquidity – Investments must allow funds to be available when needed.
3. Yield – Investments should aim to provide reasonable returns without exposing the Council to undue risk.

Investment Policy

1. The Parish Council shall diversify its reserves between multiple relatively high rated UK banks and building societies. The Parish Council shall only use specified investments as defined by DCLG guidance.
2. A significant percentage of the Parish Councils bulked reserves shall be placed on interest bearing term / notice deposits.
3. To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing and the council will consider the maturing dates considering the councils financial status and future liabilities.
4. Investments should be researched by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies and recommendations made to Full Council.
3. The movement of money shall be authorised by Full Council.

Revision

1. Any revisions to this policy shall be approved by the Full Council.
2. The policy will be reviewed annually and updated as necessary to remain in line with DCLG guidance and statutory requirements.

LONGWICK CUM ILMER PARISH COUNCIL

RESERVES POLICY DRAFT

Introduction:

Longwick cum Ilmer Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked Reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary the budget.
- Carry forward of underspend – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked Reserves will be established on a “needs” basis, in line with anticipated requirements. Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council should build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current Level of Financial Reserves

The level of financial reserves will be agreed by the Parish Council usually during discussions held regarding the setting of the budget for the next financial year.

The current level of general reserves to held by the Council is three twelfths of the annual precepted figure i.e., to fully cover three months' expenditure.

This figure is £9,323.33 for the total precept of £37,293.32 in the financial year 2025-2026.

The Council have agreed to the following levels of reserves:

Opening Balance	£ 679,291.21
Receipts	£ 49,147.86
CIL Funds	£ 586,027.08
Playground	£ 5,260.00
Maintenance	£ 18,134.00
Grants	£ 4,000.00
Play in the Park	£ 1,500.00
Office / Admin	£ 24,809.00
3 Months Running Costs	£ 9,323.33
Neighbourhood Plan	£ 6,000.00

£ 73,385.66

CIL Breakdown	
To be spent by Mar 26 (extension granted)	£ 118,057.57
To be spent by Mar 26	£ 120,964.53
To be spent by Mar 27	£ 45,486.65
To be spent by Mar 28	£ 65,678.34
To be spent by Mar 29	£ 217,684.67
To be spent by Mar 30	£ 18,155.32
	£ 586,027.08

The above levels of reserves were agreed and this document adopted by the Parish Council at the meeting on the XXXXXX, to be reviewed again when setting the budget for the next financial year.

LONGWICK CUM ILMER PARISH COUNCIL

REVIEW OF EFFECTIVENESS

REVIEW UNDERTAKEN 3RD JUNE 2025 BY THE CLERK / RFO
REVIEWED AND APPROVED BY THE PARISH COUNCIL ON XXXXXXX

1. Introduction:

This report presents the findings from the Parish Council's annual review of effectiveness in compliance with the ****Accounts and Audit Regulations 2015****. The review assessed the Council's internal controls, governance procedures, risk management, and financial oversight to ensure continued transparency and accountability.

2. Summary of Findings:

A: Internal Control Assessment <ul style="list-style-type: none">Financial transactions are appropriately recorded, authorised, and reconciled.Procurement procedures and documentation align with best practices.Anti-fraud measures, including segregation of duties, are in place and functioning effectively.	✓ ✓ ✓
B: Risk Management Evaluation <ul style="list-style-type: none">Risk register is up-to-date, covering key financial and operational risksInsurance policies are adequate, covering liability and asset protection	✓ ✓
C: Governance and Decision-Making <ul style="list-style-type: none">Council meetings are held regularly with properly recorded minutesCouncillors demonstrate compliance with the Code of ConductPublic participation time is available at the start of all Parish Council meetings	✓ ✓ ✓
D: Internal Audit & External Assurance <ul style="list-style-type: none">Internal and External audit procedures are effective, ensuring independent oversight.Recommendations from previous Internal and External audits have been reviewed and where appropriate actions taken.	✓ ✓

3. Conclusion:

The Parish Council's Review of Effectiveness demonstrates that the Council maintains robust internal controls, strong financial oversight, and effective governance in compliance with the Accounts and Audit Regulations 2015. The assessment found no critical issues or areas of concern, indicating that the Council operates in a well-managed and transparent manner.

The review highlights that key areas such as financial management, risk mitigation, procurement processes, and audit procedures are functioning effectively, contributing to a stable and well-governed framework for decision-making and accountability. Council members and officers have adhered to established policies, ensuring clear financial oversight and responsible stewardship of resources.

This review serves as an affirmation of the Council's effectiveness while providing a foundation for maintaining excellence in governance and financial management in the future. The Council will continue to monitor its processes and conduct annual reviews to uphold its high standards of transparency and accountability.

TO APPOINT A COUNCILLOR AS A REPRESENTATIVE FOR THE COMMUNITY BOARDS

Information on Community Boards:

<https://www.buckinghamshire.gov.uk/community-and-safety/partnerships-and-communities/community-boards/west-chilterns-community-board/>

Information on West Chilterns Community Board which is our area:

<https://www.buckinghamshire.gov.uk/community-and-safety/partnerships-and-communities/community-boards/west-chilterns-community-board/>

CORRESPONDENCE

The Clerk has received the following correspondence:

From: the residents of:

- Anderdons Farm
- Thistle Barn
- West Barn
- High Windows
- The Old Byre

Subject: To gain the councils support for measures to address the negative community impact of over-development in Longwick.

Requests of the council: we request that the Longwick Parish Council take the following measures:

- As a standing order, to object to all planning applications for new developments in Longwick Parish that come before the Council on the grounds that the local sewage infrastructure is not able to cope with current demand.
- To connect with Thames Water to explain the current issues of residents in Longwick and demand a full solution, which is likely to include the re-development of the Longwick sewage system.
- To seek the support of [REDACTED] who is chair of the Thames Water Customer Challenge Group to help motivate Thames Water to fix this decades long problem.
- Any other measures that the Council may become aware of through public consultation, that would support our community in addressing this issue.
- We ask that progress in addressing this issue is tracked over time by tabling a suitable agenda item every three months to ensure that actions are progressed to completion.

Background:

For more than 10 years, the local community in the vicinity of the Longwick Sewage Pumping Station have been blighted by sewage overflows when either the pumping station malfunctions or there are normal levels of winter rain.

Thames Water has made efforts to address this by, for example, installing non-return valves in parts of the sewage system. This has completely failed to address the fundamental problem that the sewage system can not handle current capacity. Instead the sewage flooding has just been moved around the local community with some homes benefiting and some being made worse off. Thames Water is also providing tankers at the pumping station 24*7 to take away sewage that the station can not handle. We are sure that this helps, but it does not solve the problem and also causes noise issues at night, they are noisy vehicles and this winter operated 24*7 for weeks on end.

The local environment is also affected. Sewage floods into the local stream, farmland and recreational areas where people walk dogs etc. Complaints to Thames Water and the Environment Agency have not been actioned.

So for each new house that is built in Longwick and connected to the sewage infrastructure, the problem for the Longwick community just gets worse. In considering our requests above, we ask the council to think about it in this way. *'If I approve a new development in Longwick, would I be happy for the sewage from that property to be discharged into my home?'* If your answer would be no, please support us in getting this issue addressed and stopping it being made worse by further development. **Every new house makes it worse.**

We have a great deal of written, photographic and video evidence that we can provide.

We would welcome the opportunity to host the Council in a visit to show and explain the problem.

Thanking you in anticipation of your support and help for our local community.