



*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 17th June 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.

47. Welcome and Apologies for Absence
48. To Receive any Declarations of Interest
49. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 20th May 2025
50. To consider a grant application from ODBST
51. To review the grant application from Longwick Preschool
52. Update from Buckinghamshire Councillors
53. To consider actions from previous meeting
54. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
55. To note accounts for payment in accordance with the budget
56. To Consider Establishing the following Working Groups / Committees and Approving Terms of Reference
 - a. Website Review Working Group
 - b. Staffing Committee Working Group
57. To consider Appointment of Councillors for the following Focus Areas:
 - a. Youth facilities & activities
 - b. Senior Citizen groups /disability
 - c. Longwick School / Pre School
 - d. Sporting opportunities & Playing Field
 - e. Ilmer & Horsenden / Owlswick / Meadle
 - f. Village Hall
 - g. Footpaths and Bridleways
 - h. Neighbourhood plan
 - i. Village environment / Litter
 - j. Police
 - k. Speeding / traffic / transport
 - l. Buckinghamshire Untary Council and Buckinghamshire Councillors
 - m. Community Development
58. To consider and approve a Community Meeting and an associated budget
59. To consider a new date for the Makers and Artist Fair and allocate a Working Group
60. To consider and review the Playing Field Hire Regulations and Charges

61. To consider actions required from a meeting which took place with regards to noise complaints from the MUGA
62. To nominate a volunteer to maintain the planters
63. To consider a quote for Annual Clearance of the Stream
64. To consider quotes for grass cutting for the remaining season
65. To review and approve the following:
 - a. Internal Controls Policy
 - b. Investment Policy
 - c. Reserves Policy
 - d. Review of Effectiveness of Internal Audit
66. To approve payment for Walkers Road tree works which will be reimbursed by Buckinghamshire Council
67. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
68. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
69. To confirm the dates and times of the next Parish Council Meeting: Tuesday 15th July 2025 at 7.30pm at Longwick Village Hall.



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

11th June 2025



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON
TUESDAY 20TH MAY 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 McPherson for agenda item 18.

Buckinghamshire Councillors: Matthew Walsh and Gary Hall

29 members of the public present at the start of the meeting

- 18. ELECTION OF THE CHAIR TO THE COUNCIL AND TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE:** As outgoing Chair Cllr McPherson opened the meeting and asked for nominations for election of Chair. Cllr Livingston proposed Cllr Smith and Cllr Van Apeldoorn seconded. A vote was taken and it was **resolved** that Cllr Smith be elected as Chair and signed his Declaration of Acceptance of Office.
Cllr McPherson joined members of the public and Cllr Smith took over as Chair.
Cllr Smith stated that he was pleased to have the privilege of leading the Parish Council and that the council hoped to demonstrate our total commitment to improving all areas of community life to the benefit of all of our electors. Cllr Smith recognised and thanked ongoing councillors for their work undertaken whilst in office. Cllr Smith referred to the VE Day Celebration which took place and noted the arrangements which had been made by the outgoing Council and thanked parishioners who stepped in to help with finalising the plans and also gave thanks to the new councillors.
- 19. ELECTION OF THE VICE-CHAIRMAN TO THE COUNCIL AND TO RECEIVE THE VICE-CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE:** Cllr Greengrass proposed Cllr Livingston and Cllr Ayre seconded. A vote was taken and it was **resolved** that Cllr Livingston elected as Vice-Chair and signed his Declaration of Acceptance of Office.
- 20. TO RECEIVE SIGNED ACCEPTANCE OF OFFICE FROM ALL COUNCILLORS:** All Councillors signed and returned their forms
- 21. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. Apologies were received from Cllr Pennell.
- 22. DECLARATIONS OF INTEREST:** No interests were declared.
- 23. PUBLIC PARTICIPATION TIME:**
 - a. A resident addressed the meeting stating that himself and another resident are keen to stay on as trustees for the Monks Risborough and Princes Risborough Parochial Charities.
 - b. A resident raised a concern with planning application 25/05277/FUL which is causing light issues not in keeping with the street scene.
- 24. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 15TH APRIL 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.
- 25. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**
 - a. Cllr Walsh stated that both him and Cllr Hall are grateful to be re-elected and able to represent the Princes Risborough Ward.
 - b. Cllr Walsh thanked the outgoing members of the Parish Council and also welcomed the newly elected Councillors
 - c. A new leader will be elected at Buckinghamshire Council tomorrow so at next month's meeting Buckinghamshire Councillors will be able to report on the new leader and cabinet members. Cllr Walsh and Cllr Hall left the meeting at 7.45pm.
- 26. TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES / GROUPS:**
 - a. **Community Boards:** This will be deferred to the June meeting. Clerk to add to agenda. **Action: Clerk**
 - b. **Monks Risborough And Princes Risborough Parochial Charities:** It was **resolved** to appoint R Myers and J Rogers who are the current representatives for the Monks Risborough Parochial

Charities. The Clerk will discuss with the current representative of Princes Risborough Parochial Charities to see if they wish to continue / whether there is an action required from the Parish Council.

Action: Clerk

27. REVIEW AND ADOPTION OF THE FOLLOWING POLICIES:

- a. **Standing Orders:** It was **resolved** to adopt the Standing Orders.
- b. **Financial Regulations:** It was **resolved** to adopt the Financial Regulations.
- c. **Risk Assessment:** It was **resolved** to adopt the Risk Assessment.
- d. **Scheme Of Delegation:** It was **resolved** to adopt the Scheme of Delegation.
- e. **Privacy Impact Assessment – Longwick Playing Field CCTV System:** It was **resolved** to appoint Cllr Goodchild as a Co-ordinator and Cllrs Smith and Cllr Greengrass as additional contacts.
- f. **Code Of Conduct:** It was **resolved** to adopt the Code of Conduct.

28. TO CONFIRM ELIGIBILITY FOR GENERAL POWER OF COMPETENCE: As the Clerk is CiLCA qualified and two thirds of the Council are elected it was **resolved** to adopt the General Power of Competence.

29. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

25/05836/CLE: Quercus Owlswick Buckinghamshire: No objection

25/05277/FUL: Kent Cottage Red Lion Lane Thame Road: Objection for the following reasons:

Impact on the Street Scene: The proposed materials and finishes are not in keeping with the established character of the area. The porch disrupts the visual harmony of the street and negatively affects the overall aesthetic.

Loss of Light to Neighbouring Properties: The scale and positioning of the porch result in significant overshadowing, reducing natural light to adjacent properties. This will have a detrimental impact on the living conditions of affected residents.

Parking Issues: The limited parking available has been further impacted by the porch, leading to parking problems that did not exist previously. This is creating difficulties for residents and visitors, exacerbating congestion and accessibility concerns.

25/05936/ADRC: Orchard View Farm Stockwell Lane Little Meadle: For information only, no comment required

The following applications status has changed:

25/05451/FUL: Little Barn Longwick Road Longwick: Application Permitted

25/05652/ADRC: Sarahs Cottage Thame Road Longwick: Permit - detail Reserved by Condition

25/05654/ADRC: Sarahs Cottage Thame Road Longwick: Permit - detail Reserved by Condition

24/07708/ADRC: Appletrees Meadle Village Road Meadle: Refuse detail Reserved by Condition

25/05066/CTREE: St Michaels Church Horsenden Lane: Not to make a Tree Preservation Order

25/05900/PNP6A: O S Parcels 2521 And 2927 Horsenden Lane: Details required to be Submitted

30. TO RESOLVE TO PERMIT OUTGOING COUNCILLORS TO AUTHORISE PAYMENTS FOR MAY 2025 AFTER WHICH THE MANDATE WILL BE UPDATED: As none of the current Councillors are on the mandate and following advice from BMKALC a vote was taken and it was **resolved** to authorise the outgoing Councillors to approve the payments for May. The bank mandate will be updated prior to the June meeting.

31. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:

| Payee | Net | VAT | Gross | Comment |
|------------------------------|---------|--------|---------|------------------------|
| Tracey Martin | £739.57 | | £739.57 | Clerk Salary |
| HMRC | £105.60 | | £105.60 | PAYE |
| WTG Consultants report | £125.00 | | £125.00 | Internal audit, final |
| JR Sports 09/04/25 | £400.00 | £80.00 | £480.00 | Play in the Park |
| Shield Maintenance | £169.22 | £33.84 | £203.06 | Bin Emptying |
| Gardens by Gathercole | £437.50 | | £437.50 | Grass cutting |
| Medic Paul Event | £180.00 | | £180.00 | Medic cover for VE Day |
| Mr Lister Day | £200.00 | | £200.00 | Hemley Hillbillies VE |
| Zempler Bank (£222.83) | £277.17 | | £277.17 | Reinstate Balance |
| M Vanryne | £60.00 | | £60.00 | Bugler VE Day |
| Zempler Card Payments | | | | |
| GiffGaff | £5.00 | £1.00 | £6.00 | Mobile Top Up |

| | | | | |
|--|---------|-------|---------|----------------------|
| Amazon | £6.37 | £1.27 | £7.64 | Padlocks |
| Silverbird Entertainment | £170.00 | | £170.00 | PA system for VE Day |
| (note the above payment to Silverbird Entertainment has been refunded) | | | | |

Directs Debits / Standing orders

| | | | | |
|------|--------|-------|--------|----------------------|
| EDF | £45.48 | £2.85 | £48.00 | Electricity |
| Nest | £46.77 | | £46.77 | Pension Contribution |
| ICO | £47.00 | | £47.00 | Data Protection Fee |

32. **TO REVIEW AND UPDATE BANK MANDATES FOR ALL ACCOUNTS:** Following discussions it was **resolved** that the outgoing Councillors will be removed from the mandates for all accounts. Cllr Smith and Cllr Livingston be added to the mandate for Redwood, Nationwide, Hampshire Trust, Cambridge Building Society, Charity Bank and Skipton, the Clerk also has access to the above accounts. Cllr Smith and Cllr Livingston will be added in the first instance and once set up Cllr Greengrass and Cllr Goodchild will also be added to the mandate for the Lloyds Current and Savings accounts, the Clerk is already on the mandate. Zempler account, no updates are required as only the Clerk is on the mandate.
33. **TO NOTE YEAR END ACCOUNTS:** Year-end accounts were noted.
34. **TO APPOINT A COUNCILLOR TO CARRY OUT QUARTERLY CHECKS OF THE ACCOUNTS:** It was **resolved** to appoint Cllr Ayre.
35. **TO APPOINT A COUNCILLOR TO CARRY OUT MONTHLY CHECKS OF THE EQUIPMENT AT LONGWICK PLAYING FIELD:** It was **resolved** to appoint Cllr Atkinson.
36. **REVIEW OF 2025-2026 ASSET REGISTER:** The asset register was reviewed and adopted. Cllr Greengrass asked if the Clerk could follow up when the war memorial railings will be returned following repair works.
Action: Clerk
37. **TO CONSIDER REOCCURRING PAYMENTS AND CONTRACTORS FOR 25-26:** It was **resolved** to approve the following contractors and associated payments:
- | | | |
|-----------------------|--|------------------------------|
| Shield Maintenance | Bin Emptying | £160-£180 per month plus VAT |
| Gardens by Gathercole | Grass cutting Devolved Services & Greens | £437.50 per month |

Cllr van Apeldoorn asked if the contract could be viewed for Gardens by Gathercole. Clerk to circulate to all Councillors.
Action: Clerk

| | | |
|-----------------------------|--------------------|-------------------------|
| BMKALC | Subs | £400 per annum |
| Scribe | Accounts Software | £600 per annum |
| PKF Littlejohn | External Audit | £650 per annum |
| WTG Consultants | Internal Audit | £250-300 per annum |
| EDF Energy | Electricity | £48 per month |
| The Play Inspection Company | Annual RoSPA | £225.00 per annum + VAT |
| Chiltern Society | Footpath Clearance | £750 per annum |
| Clear Insurance | Insurance | £1150 per annum |
| Everything Figures | Payroll Processing | £160 per annum |

Approved Contractors:
Handymen: Danny Hounslow
Duckworth Arboriculture for tree surveys
Oxford Oak for tree works

For works up to £2,000 the Clerk has delegated authority to approve works with these Contractors, this will be reported by the Clerk immediately and at the next Full Council meeting

38. **TO CONSIDER ACTIONS FROM INTERNAL AUDIT 24-25:**
- All payment should be supported by an invoice: Clerk will ensure all payments have an invoice attached in Scribe.
 - The council should consider adopting an Internal Controls Policy: Clerk to produce. **Action: Clerk**
 - The council does not have a Reserves Policy: Clerk to produce. **Action: Clerk**
 - The Clerk should have an annual appraisal: Clerk to add to agenda establish a Staffing committee to carry this out. **Action: Clerk**
 - Add photographs to asset register: Clerk will look into this. **Action: Clerk**
 - The Council does not have an Investment Policy: Clerk to produce. **Action: Clerk**
 - Review the effectiveness of Internal Audit. Clerk to look into this **Action: Clerk**

- h. General Sexual Harassment Policy: Policy has not been adopted: It was felt that this was not required at this time.
- i. Recognised that Cllrs have email addresses provided but .gov domains are preferable: Clerk to add to the agenda a working group to review the website. **Action: Clerk**
- j. Public and press are not excluded and recommended wording: This is being done, no staffing matters were discussed in 24-25 apart from noting NJC pay scales which the Clerk did not feel a closed session was required for. No further action required.
- k. Code of conduct not considered in 2024-2025: Noted and has been adopted earlier in the meeting.
- l. GDPR / FOI / Data Protection - appropriate policies not in place. Clerk does not agree with this statement but will look into the policies we have / should have

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN:

- a. To Consider, Complete and Approve Section 1: The Chair read out the statements in section 1 and it was **resolved** that the Council would answer yes to all questions and the Chair signed section 1.
- b. To Consider and Approve Section 2: The Chair read out section 2 and it was **resolved** to approve section 2 and the Chair signed the AGAR.
- c. To Approve Elector Rights of Inspection Dates Commencing Tuesday 3 June 2025 – Monday 14 July 2025: It was **resolved** to approve the dates.

40. TO CONSIDER TWO SUMMER SESSIONS WITH JR SPORTS AT A COST OF £400 PER SESSION:

Discussions were had and it was **resolved** to approve two dates over the Summer. One at the start of the school holidays and one near the end. A Councillor will be appointed to attend the sessions.

41. TO CONSIDER A QUOTE FROM OXFORD OAK FOLLOWING A RECOMMENDATION FOR WORKS REQUIRED BY THE ARBORICULTURIST: The quote was considered and following a vote it was **resolved** to approve the quote from Oxford Oak at a cost of £900 + VAT.

42. TO CONSIDER APPROVING AN ADDITIONAL £1,870.52 TOWARDS THE FEASIBILITY STUDY AND DESIGN FOR THE PROPOSED TOUCAN CROSSING ON THE NORTHBOUND ARM OF THE B4009 LOWER ICKNIELD WAY: Discussions were had on the additional expenditure and following a vote it was **resolved** to approve the additional £1,870.52.

43. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:

- a. The Clerk has received a request from a resident to discuss the noise and antisocial behaviour at the MUGA. It was **resolved** that Cllr van Apeldoorn will meet with the resident. Clerk to arrange. **Action: Clerk**
- b. The Clerk had circulated email asking if the Toucan Crossing will be progressed and also whether the calming measures on Stockwell have been progressed. Clerk to respond that the Toucan Crossing is moving forward to a feasibility study and follow up with Buckinghamshire Council regarding the calming measures in Stockwell Lane. **Action: Clerk**
The correspondence also highlighted concerns about representative of the whole Parish. Cllr Smith stated that Councillors plan to represent the whole Parish.
- c. Concerns about parking on grass verges in Ilmer and Ilmer Green. It was **resolved** that Cllr Smith will investigate and report back to the Parish Council. Clerk will forward details to Cllr Smith.

Action: Clerk / Cllr Smith

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

45. TO CONFIRM THE DATE AND TIME OF THE MEETINGS FOR THE ENSUING YEAR: The Parish

| | |
|--|----------------------------|
| Council Meet on The Third Tuesday of the Month at Longwick Village Hall Starting At 7.30pm | |
| Tuesday 20th May 2025 | Tuesday 17th June 2025 |
| Tuesday 15th July 2025 | August – No Meeting |
| Tuesday 16th September 2025 | Tuesday 21st October 2025 |
| Tuesday 18th November 2025 | Tuesday 16th December 2025 |
| Tuesday 20th January 2026 | Tuesday 17th February 2026 |
| Tuesday 17th March 2026 | Tuesday 21st April 2026 * |
| Tuesday 19th May 2026 ** | |

*The Annual Meeting of the Parish Will Be Held Prior To The Ordinary Parish Council Meeting On 21st April 2026 at Longwick Village Hall Starting At 7pm.

**The May Meeting Will Be the Annual Meeting of the Council

46. There being no further business the meeting closed at 8.48pm

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

| Date | Min Ref | Details | <u>Whom</u> | <u>Progress</u> | <u>Action Taken</u> |
|-------------|----------------|--|----------------------------|--|----------------------------|
| 20/05/25 | 26a | Community Board Representative to be added to June agenda | Clerk | Added to agenda | ✓ |
| 20/05/25 | 26b | Clerk to confirm if Princes Risborough Parochial Charities requires an action from the Parish Council | Clerk | The Clerk has made contact and it has been confirmed that no action is required from the Parish Council. | ✓ |
| 20/05/25 | 36 | Follow up on the progress of the War Memorial railings | Clerk | Railings are expected back wc 26/05/25, clerk will arrange for them to installed | ✓ |
| 20/05/25 | 37 | Circulation of the grass cutting contract in place. | Clerk | This has been circulated to Councillors. | ✓ |
| 20/05/25 | 38b | Produce Internal Controls Policy | Clerk | On June agenda to adopt | ✓ |
| 20/05/25 | 38c | Produce Reserves Policy | Clerk | On June agenda to adopt | ✓ |
| 20/05/25 | 38d | Annual Appraisal for Clerk | Clerk | Clerk has added to the June agenda to establish a Staffing Committee to carry this out. | ✓ |
| 20/05/25 | 38e | Add photographs to asset register | Clerk | Clerk has added to Scribe | ✓ |
| 20/05/25 | 38f | Produce Investment Policy | Clerk | On June agenda to adopt | ✓ |
| 20/05/25 | 38g | Review the effectiveness of Internal Audit | Clerk | On June agenda to adopt | ✓ |
| 20/05/25 | 38i | Explore .gov domain | Clerk | Clerk has added to the June agenda to establish a Website Working Group which will review the current website and domains. | ✓ |
| 20/05/25 | 43a | 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. | Clerk / Cllr van Apeldoorn | Meeting has taken place and is on the June agenda for discussion. | ✓ |
| 20/05/25 | 43c | Concerns about parking on Ilmer Green. Clerk to provide details to Cllr Smith and he will investigate and report back | Clerk / Cllr Smith | Clerk has provided details to Cllr Smith. A meeting has taken place and Clerk is making enquiries with Buckinghamshire Council | ✓ |

PAYMENTS FOR APPROVAL

| 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 & H/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 war memorial railings & clearing fallen Hawthorne |
| Zempler | £224.00 | | £224.00 | Reinstate balance (£276) |
| Buckinghamshire Council | £26870.52 | £5374.10 | £32244.62 | Feasibility Study – Toucan |

Directs Debits, Standing orders & Card Payments

| | | | | |
|----------|---------|-------|---------|----------------------|
| GiffGaff | £5.00 | £1.00 | £6.00 | Mobile Top Up |
| Amazon | £218.00 | | £218.00 | Microphone system |
| 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 |
| Silverbird Entertainment | £170.00 | £170.00 | Refund - VE Day |

Note: The Clerk is still chasing the £50 deposit

TO CONSIDER AND REVIEW THE PLAYING FIELD HIRE REGULATIONS AND CHARGES



*Longwick-cum-Ilmer
Parish Council*

PLAYING FIELD HIRE RULES AND REGULATIONS

The Parish Council can hire out parts of the playing field for standalone use or in conjunction with the Village Hall although the Village Hall is a separate entity and bookings would need to be made separately.

The following fees for the playing field would apply (subject to availability):

- Parties without equipment £20
- Parties with equipment i.e. bouncy castle £30
- Ad-hoc sports requests £20 per hour

Any organisation seeking to use the playing field will need to provide to the Parish Council with a full and rigorous Risk Assessment and also where appropriate a copy of the Public Liability Insurance covering the event, as soon as possible and no later than 48 hours before the event. If documentation has not been received by this deadline, then permission will be withdrawn and will not be reinstated.

Rules and regulations

- Access for vehicles will be on a strict needs basis and under no circumstances will vehicles over 3 tonnes be permitted
- Hirers should be aware that permission granted may be revoked at short notice, should inclement weather have caused the field to become unusable or due to damage that may occur.
- Hirers should be aware that the field will remain open for public access at all times
- No charge can be made for access to the field although a charge can be made for entry to a designated area that provides access to entertainment or refreshments if so, authorised by the Parish Council
- Hirers will not hold the Parish Council responsible for any theft or damage to equipment placed in the field before, during or following an event
- Hirers will be held responsible for any/all damage to property, equipment, playing field and other green areas owned by the Parish Council.
- There are no toilet facilities at the playing field. The nearest toilets would be at the Village Hall which would need to be booked separately.
- BBQ's will not be permitted on any area of the playing field.
- Fireworks are not permitted on any area of the playing field.

Date of Party: _____

Time for use of the Playing Field: _____

I agree to abide by the above rules and regulations and to pay the relevant fee to the Parish Council:

Signed: _____

Name: _____

If you would have any questions please contact the Parish Clerk on the following email address:

clerk@longwickcumilmer.org.uk

TO CONSIDER QUOTE FOR ANNUAL CLEARANCE OF THE STREAM

Following an email from a resident raising concerns about the stream the Clerk requested a quote from our Contractor:

The stream is very blocked, needs annual clear out and cut back. Price from behind the garage, to the park, cut back overhanging hedge, clear out stream.

Total £500.
D Hounslow

TO CONSIDER GRASS CUTTING QUOTES:

For information in 2024-2025 the cost for the below grass cutting was £6,097.68 + VAT.

1. Longwick Playing Field Ilmer Green Walkers Road Open Space Bell Crescent Areas marked green on devolved services. Price per cut per month £1400.00 + VAT
2. Cut frequency to be fortnightly throughout the growing season (our recommendation this being April-October inclusive). Two cuts per month April – October £12,500 + VAT. Two cuts April – September £10,715. Same monthly cost. Monthly cost £1786 + VAT.

I am expecting a couple more quotes and will circulate as soon as received.

To note: The Clerk has arranged for a one off cut of the playing field which will be carried out w/c 09/06/25 at a cost of £350+ VAT. This was approved under delegated authority in conjunction with the Chairman.

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. Bledlow cum Saunderton 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 AFFECTIVENESS

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

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 APPROVE PAYMENT FOR WALKERS ROAD TREE WORKS WHICH WILL BE REIMBURSED BY BUCKINGHAMSHIRE COUNCIL

Under Devolved Services the Parish Council maintain the Walkers Road green space grass cutting. An issue was highlighted with the tree which needs lifting. Following discussions with Buckinghamshire Council it was confirmed that they are responsible for maintaining the tree. They have requested that the Parish Council arranges the works and they in turn will reimburse the Parish Council. The Clerk has obtained a quote of £360 and Buckinghamshire Council have raised payment. Once payment is received the Clerk will instruct Oxford Oak to carry out the work.

CORRESPONDENCE

1. I recently voted for the elected Parish Council as I understand we will see positive improvements for the village. Having lived here for over 20 years and with a son of 14 I would like to see more for our teenage children in the village. I would like to talk to someone about getting a bus to stop in Longwick to go to Thame (and back) and at the very least from Longwick to the station (and back).
Actions from Clerk: The Clerk has contacted Buckinghamshire Councillors for information.