



*Longwick-cum-Ilmer
Parish Council*

LONGWICK PARISH COUNCIL

**To: 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 15th April 2025 at 7.30pm.**

AGENDA

Public Forum: The first fifteen minutes will be 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.

1. Welcome and Apologies for Absence
2. To Receive any Declarations of Interest
3. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 18th March 2025
4. To consider a grant application from Longwick Preschool for an outside forest school area
5. To consider a grant application from Oxford Diocesan Bucks Schools Trust – Longwick School for Solar Panels
6. Update from Buckinghamshire Councillor
7. To consider outstanding and completed actions from previous meetings
8. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
9. To note insurance renewal for 2025-2026
10. To approve payments in accordance with the budget
11. To consider projects for s.106 funds held by Buckinghamshire Council towards improvements to open space facilities for the public including reviewing of quotes received for projects
12. To approve allocation of funds for a feasibility study / preliminary design for the Transport Initiative
13. To confirm a date for the Local Makers and Artists Fair and receive an update
14. To Discuss and Decide on Communication Strategies
15. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
16. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
17. To confirm the date of the next meeting: The next meeting will be the Annual Meeting of the Council on Tuesday 20th May 2025 starting at 7.30pm at Longwick Village Hall

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

Thursday 3rd April 2025

DRAFT MINUTES FOR APPROVAL



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL HELD ON
TUESDAY 18TH MARCH 2025 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Cllr Richards, Cllr Barter, Cllr Molson, and Cllr Rogers.
Tracey Martin (Clerk)
Buckinghamshire Councillors: Matthew Walsh
Six members of the public
Representative from the Preschool

1. A query was raised regarding due diligence with grants and the income of organisations which have had grants recently.
 2. Preschool representative was in attendance and advised that an area has been marked out for the forest school of 22 x 6m, this would not impact on the stream or zip wire. There would be no need for electric or water at this time however, may need to be considered at a later date if used by other groups. With regards to the toilet, investigations are being made into a chemical toilet as a composting toilet is not feasible due to the soak away. Enquiries are being made to planning and building control as to whether either are required. The representative also responded to the question which was raised regarding due diligence and would welcome a discussion with the resident. The representative left the meeting. A resident raised a concern with how tidy the area will be kept as the current outdoor play area can be messy. Cllr McPherson will discuss with the preschool. **Action: Cllr McPherson**
- 163. WELCOME AND APOLOGIES FOR ABSENCE:** Apologies were received from Buckinghamshire Councillors: Alan Turner and Gary Hall
- 164. DECLARATIONS OF INTEREST:** No interests were declared.
- 165. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 18TH FEBRUARY 2025:** It was **resolved** by all those present to approve the minutes and the minutes were signed.
- 166. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR:**
- a. It was reported that today is the date for the Election Notice period.
 - b. Cllr Walsh stated that Buckinghamshire Highways are aware of the road issues from Bar Lane through to Owlswick, the Local Area Technician is aware of this and also that a number of pot holes have been filled but Buckinghamshire Highways are having to battle the weather
 - c. Cllr Walsh stated that an additional year has been permitted for some of the Community Infrastructure Levy funds which Longwick cum Ilmer Parish Council hold.
 - d. Cllr Barter raised a concern with gullies which had been emptied, the work has been completed satisfactorily however they have subsequently dumped the waste in piles down the road. Cllr Walsh stated this should not happen and will look into this. **Action: Cllr Walsh**
 - e. Cllr McPherson asked if there was any progress on the SID which is broken on the Thame Road. Cllr Walsh is still looking into this. **Action: Cllr Walsh**
 - f. Cllr McPherson asked if there was any update on the transfer of Owlswick Village Green. Cllr Walsh stated that himself and the local MP are still trying to progress this. **Action: Cllr Walsh**
 - g. Cllr Rogers raised resident's frustrations at the pace of Buckinghamshire Council in gaining Village Green status for Owlswick Village Green. Cllr Walsh will look into this. **Action: Cllr Walsh**
- 167. TO CONSIDER OUTSTANDING AND COMPLETED ACTIONS FROM PREVIOUS MEETINGS:**
- a. Cllr Walsh to follow up on a report that the SID on Thame Road is not functioning correctly (B): As above.
 - b. Cllr Walsh to follow up on Owlswick Village Green (150e): As above.
 - c. Clerk to obtain updated quotes for additional playground equipment (156): Quotes received
- 168. PLANNING - TO CONSIDER AND APPROVE COMMENTS:**
- 25/05238/ADRC: Appletrees Meadle Village Road Meadle: For information only, no comment required
24/08069/LBC: Orchard Farm Meadle Village Road Meadle: No comment
25/05299/FUL: 15 Williams Way: No comment
25/05434/CTREE: Horsenden Manor Horsenden Lane: No comment, leave to arboriculturist

25/05340/FUL: 1 Jubilee Cottages Thame Road: No comment
 25/05365/CLP: Royston House Thame Road: No comment
 25/05451/FUL: Little Barn Longwick Road Longwick: No comment

The following applications status has changed:

25/05066/CTREE: St Michaels Church Horsenden Lane: Not to make a Tree Preservation Order
 24/08080/TPO: 42 Bell Crescent Longwick: Application Permitted
 24/07905/FUL: Rest Awhile Owlswick: Application Refused
 24/07906/LBC: Rest Awhile Owlswick: Application Refused
 24/07969/FUL: Maccabee Kennels Bar Lane Owlswick: Application Permitted
 25/05264/MINAMD: Three Cottages Stockwell Lane Meadle: Application Permitted

169. 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
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Longwick Preschool	£780.00		£780.00	Grant 148
Promoting sport in communities	£233.50		£233.50	Grant 149
BMKALC	£40.00		£40.00	Training Course Cllr Richards
Starboard Systems	£345.60	£69.12	£414.72	Scribe Software
Everything Figures	£135.00	£27.00	£162.00	Annual Payroll
Processing				
NALC	£35.00	£7.00	£42.00	Training Cllr Molson
DH Landscapes	£300.00		£300.00	Clearing trees /
branches				
Thomas Design	£688.48		£688.48	Adjustment to invoice
02-01				
Thomas Design	£6,403.50	£1,280.70	£7,684.20	NP Services
DH Landscapes	£500.00		£500.00	Tree works

The following payments were made via Lloyds in order to secure bookings for VE Day and the Clerk was unable to pay via card.

4FunGroup	£280.00		£280.00	Marquee VE Day
4Fun Group	£179.00		£179.00	Bouncy castle for VE
Day				
Silverbird Entertainment	£50.00		£50.00	Deposit for PA
System				
Zempler Card Payments				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Ebay	£8.99		£8.99	Handheld flags for VE
Day				
Flags and Flagpoles	£37.95	£7.59	£45.54	Flag
Directs Debits / Standing orders				
EDF	£45.15	£2.85	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

- 170. TO CONSIDER QUOTES FOR NEW PLAYGROUND EQUIPMENT:** Discussions were had on the quotes and designs which had been circulated. Councillors wanted the quotes updated to including two movable football goals, a wheelchair roundabout, a single basket swing and trim trail which will be placed out on the playing field. Cllr Rogers suggested that it would be good to see a pathway around the playing field. Clerk will obtain additional quotes. **Action: Clerk**

- 171. TO CONSIDER AND APPROVE INTERNAL AUDITOR FOR 2024-2025:** Following discussions it was **resolved** to appoint T Goss for the Internal Audit at a cost of £250.

- 172. TO DISCUSS AND DECIDE ON COMMUNICATION STRATEGIES:** Cllr Richards referred to the handouts which he had shared with Councillors from the recent course which he had attended on Communicating with your Community and asked Councillors are we doing enough, could we do anything differently. The following suggestions were made, adding questions to the newsletter, QR codes and hard copies of the newsletters in the shop. It was agreed that this will be added to next month's agenda once further discussions have taken place.

The following communication methods are currently being used: Facebook, E-newsletter, minutes and previously drop-in sessions which were not very successful.

- 173. TO CONSIDER AND APPROVE DEVOLUTION FOR 2025-2026:** Following discussions it was **resolved** to approve and sign the devolution agreement with the Parish Council receiving £2985.47.
- 174. TO CONSIDER AND APPROVE PREVIOUS WDC AREAS FOR DEVOLUTION FOR 2025-2026:** Following discussions it was **resolved** to approve and sign the devolution agreement with the Parish Council receiving £607.13.
- 175. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk has received correspondence requesting that the charge for Longwick fete be waived. Following discussions, it was agreed that no decision could be made until a meeting takes place between representatives of the Village Hall and the Parish Council. Clerk to contact the Village Hall and arrange a meeting. **Action: Clerk**
 - b. The Clerk has received a request for 'Please Do Not Drive or Park on the Grass' at Ilmer Village Green, and possible further signage on other green areas. The correspondence has also requested the Council's views about 20mph within Ilmer. Following discussions, it was agreed that Cllr Molson will look into what other Parish Councils have done to prevent damaging of verges and greens. The Parish Council can only consider this for the Village Green and not highways as permission would need to be sought from Buckinghamshire Council. **Action: Cllr Molson**
Councillors considered the speed limit request of 20mph but unfortunately this is not something Buckinghamshire Council will consider. There is a proposal for the speed limit to be reduced from the national limit down to be reduced to 30mph. The Clerk in conjunction with the Chairman will draft a response. **Action: Clerk / Cllr McPherson**
- 176. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr McPherson attended the last meeting of the North West Chiltern Community Board. The Community Boards are being reduced from 16 to 8 and the current North West Board is merging with other areas and will be called the Western Region Community Board. Until after the elections there is no information on who the Chairman will be.
- 177. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will be on Tuesday 15th April 2025 with the Annual Meeting of the Parish Starting at 7pm followed by the Parish Council Meeting at 7.30pm at Longwick Village Hall

There being no further business the meeting 8.36pm.

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

TO CONSIDER OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	Whom	Progress	Completed
18/03/25	2	Discuss with preschool the tidiness of outside area	Cllr McPherson		
18/03/25	166d	Gully clearance – dumping of waste	Cllr Walsh		
18/03/25	166e	SID on Thame Road not working	Cllr Walsh		
18/03/25	166f	Owlswick Village Green	Cllr Walsh		
18/03/25	166g	Village Green status for Owlswick Village Green	Cllr Walsh		
18/03/25	170	Amended quotes for playground equipment	Clerk	Included in meeting pack	✓
18/03/25	175a	Arrange a meeting with the Village Hall	Clerk	Clerk has contacted the Chair of the Committee but received no response	✓
18/03/25	175b	Explore options for deterring driving on Ilmer Village Green	Cllr Molson		
18/03/25	175b	Respond to request for 20mph through Ilmer	Clerk / Cllr McPherson	Response has been sent to resident	✓

TO NOTE INSURANCE RENEWAL FOR 2025-2026

The Parish Council is in a long-term agreement.

The insurance renewal was due on the 1st April 2025 with a premium of £1,009.71.

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.57		£739.57	Clerk Salary
HMRC	£105.60		£105.60	PAYE
Clear Council	£1009.71		£1,009.71	Insurance Renewal 25-26: **Paid 24/03/25
Orchard View Farm	£55.65	£11.13	£66.78	Meeting Hire
WTG Consultants	£125.00		£125.00	Interim Internal Audit 24/25
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Gardens by Gathercole	£437.50		£437.50	Grass cutting
Brian Richards	£9.50		£9.50	Mileage & Parking
SafePlay	£1,983.70	£396.74	£2,380.44	Playground Repairs
Tracey Martin	£57.39		£57.39	Expenses

Directs Debits, Standing orders & Card Payments

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Buckinghamshire Council	£21.00		£21.00	TEN License - VE Day
EDF	£45.48	£2.52	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution

Receipts

Buckinghamshire Council	£607.13	£607.13	Devolution
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Note: The meeting pack is being circulated early due to the Clerk being on annual leave so additional payments may be received. An updated list will be circulated and published on Monday 14th April 2025.

TO CONSIDER PROJECTS FOR S.106 FUNDS HELD BY BUCKINGHAMSHIRE COUNCIL TOWARDS IMPROVEMENTS TO OPEN SPACE FACILITIES FOR THE PUBLIC INCLUDING REVIEWING OF QUOTES RECEIVED FOR PROJECTS

The Parish Council has been informed by Buckinghamshire Council that they are holding s.106 funds from the 16/06673/OUT - Land to The South of Rose Farm Thame Road, Longwick development.

These funds need to be spent towards improvements to open space facilities for the public' within Longwick-cum-Ilmer parish, that benefit residents of the above development.

Potential projects (these are suggestions only not an exhaustive list and further suggestions maybe made at the meeting):

- Path running around the whole playing field
- Additional playground equipment including accessible equipment

The updated playground quotes have not yet been received however, will be circulated to Councillors and uploaded the website as soon as possible.

TO APPROVE ALLOCATION OF FUNDS FOR A FEASIBILITY STUDY / PRELIMINARY DESIGN FOR THE TRANSPORT INITIATIVE

After a meeting with Buckinghamshire Council, it was proposed that the Parish Council allocate £25,000 towards a feasibility study and preliminary design for the Transport Initiative, aiming to accelerate progress.