



*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 and Cllr Atkinson**

**You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall on Tuesday 21<sup>st</sup> April 2026 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.

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 17<sup>th</sup> March 2026
4. Update from Buckinghamshire Councillors
5. To consider actions from previous meeting
6. Planning Applications:
  - a. To consider and approve comments for New Planning Applications
  - b. To Receive Notice of Planning Applications Approved and Refused
7. To ratify the decision taken by the Clerk to spend an additional £120 for fencing to remain in place until the Post Inspection Report had been completed
8. To approve payments in accordance with the budget
9. To Note Year End Accounts
10. To approve additional expenditure for the Neighbourhood Plan
11. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
12. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
13. To confirm the dates and times of the next Parish Council Meeting: The next meeting is the Annual Meeting of the Council and will take place on Tuesday 19<sup>th</sup> May 2026 starting at 7.30pm at Longwick Village Hall.
14. To consider bollards at the end of the bridle way / walnut tree lane.
15. 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 16 on the agenda
16. Confidential matters – to consider staffing matters
17. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re admitted to the meeting

**Tracey Martin**  
**Clerk, Longwick Parish Council**

**Wednesday 15<sup>th</sup> April 2026**



*Longwick-cum-Ilmer*  
*Parish Council*

**MINUTES FOR APPROVAL**

**LONGWICK-CUM-ILMER PARISH COUNCIL  
PARISH COUNCIL MEETING HELD ON  
TUESDAY 17<sup>TH</sup> MARCH 2026 AT 7.30PM AT LONGWICK VILLAGE HALL**

**PRESENT:** Cllr Smith (Chairman), Cllr van Apeldoorn, Cllr Atkinson, Cllr Ayre, Cllr Gummer, Cllr Pennell and Cllr Greengrass.

Buckinghamshire Councillor: Matthew Walsh

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

Public Participation:

- A representative for the Children's Memorial Garden stated that a new planning application has been submitted following the planning inspectorate refusal of the appeal for non-determination.
- Wickfields Estate: A resident asked for an update on the linking of play areas between Wickfields and the playing field and for clarification on signage which has appeared around the Wickfields Estate. Cllr Walsh provided a brief update.
- A proposal has been submitted to the Parish Council to set up a grassroots football team in the village and the representative introduced themselves.
- A resident reported that the cost for the picnic tables (agenda item 227) have increased from £119.99 to £189.99. This will be discussed later in the meeting.

**214. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. Apologies were received and accepted from Cllr Livingston and Buckinghamshire Councillor Gary Hall.

**215. DECLARATIONS OF INTEREST:** No interests were declared.

**216. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 17<sup>TH</sup> FEBRUARY 2026:** Following a proposal by Cllr Pennell seconded by Cllr Ayre a vote was taken and it was **resolved** by all those present to approve the minutes and the minutes were signed.

**217. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**

- a. The horsebox has now been removed from the layby.
  - b. Following the Police and Crime Commissioner visit Cllr Walsh has asked for an updated speed camera costing.
  - c. The deadline for the Local Plan consultation closed yesterday. The key points that the Buckinghamshire Councillors made for Longwick was that the Longwick buffer zone must remain and it must not be consumed into Princes Risborough.
  - d. Pot holes, the team are now filling more holes than are being reported. Cllr Walsh has raised concerns about Stockwell Lane and asked for any other areas of concerns to be highlighted as Cllr Walsh has a meeting with the Local Area Technician next week. Cllr Smith will do a walkaround with Cllr Walsh.
  - e. There is no update on the bus service but it has been chased.
  - f. A Councillor asked for an update on the weight limit restrictions on Poppy Road and Chestnut Way. This is still being explored by the weights team and Cllr Hall is dealing with this.
- Cllr Walsh left the meeting at 7.49pm

**218. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:**

- a. Linking of Longwick Playing Field and Wickfield Play Area (83c): Clerk has made enquiries with the management company and they raised the following questions:
  - \* Would this require planning
  - \* Would the S106 agreement permit this?Clerk contacted Bucks Cllrs and they offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry. Awaiting response from Cllr Walsh. **Action: Cllr Walsh**
- b. Policies: General and Sexual Harassment and check GDPR: Will be considered later in the meeting.
- c. Legal matters (188): Clerk is progressing. **Action: Clerk**
- d. Liaise with playground contractor to schedule works following RoSPA (199): Unfortunately, due to an error in calculations this will need to be reconsidered later in the meeting and is on the agenda.
- e. Toucan crossing comment (202): Clerk has submitted
- f. Submit TP1 form to solicitor for Owlswick Village Green (203): Has been signed and submitted.

- g. Liaise with contractor regarding 2026-2027 grass cutting (204): Arranged, cutting will commence mid-March.
- h. Traffic calming proposals (206): Cllr Smith has submitted.
- i. Speed surveys – delay based on traffic calming proposal (207): Clerk has informed Buckinghamshire Council.
- j. Updated quotes required for LCI/5/2 & BCS/6/1 & feedback from ROW (210): Quotes will be considered later in the meeting.
- k. Liaise with parents group looking to establish an under 5 and under 8 football team (212b): Will be discussed later in the meeting.

**219. PLANNING - TO CONSIDER AND APPROVE COMMENTS:**

PL/26/00071/VRC: Rest Awhile, Owlswick, Buckinghamshire: No objection, submitted under delegated authority.

APP/K0425/X/26/3378077: Ilmer Meadow Ilmer Lane Ilmer: No further comment to add to original no objection.

Change of status:

PL/25/3290/VRC: Orchard View Farm, Stockwell Lane: Conditional permission

PL/26/00375/KA: Old Thatch Meadle Village Road Meadle: TPO shall not be made

APP/K0425/W/25/3374665: Saddleback Barn Lower Icknield Way: Appeal dismissed & costs refused

21/08190/OUT: Land At Home Farm Thame Road Longwick: Conditional permission

PL/25/6438/FA: 3 Walnut Crescent Longwick: Refuse Permission

- 220. TO CONSIDER AND APPROVE THE ASSET REGISTER FOR 2026-2027:** Following a proposal by Cllr Gummer seconded by Cllr Greengrass all Councillors were in favour and it was **resolved** to approve the asset register.

- 221. TO CONSIDER AND APPROVE INSURANCE FOR 2026-2027:** Following a proposal by Cllr Pennell seconded by Cllr Ayre all Councillors were in favour and it was **resolved** to insure with Clear Council for 26/27 at a total cost of £1035.28

**222. PAYMENTS FOR APPROVAL MARCH 2026:**

Payee	Net	VAT	Gross	Comment
Tracey Martin	£60.99		£60.99	Clerk Salary - Diff between S/O
HMRC	£111.20		£111.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Starboard Systems	£444.00	£88.80	£532.80	Scribe Annual Subscription
Zemplar Account	£415.71		£415.71	Reinstate Balance
BMKALC	£110.00		£110.00	Training
BMKALC	£110.00		£110.00	Training (duplicate booking)
Clear Council	£1035.28		£1035.28	Insurance 26-27
Keith Smith	£200.00		£200.00	Chairmans Allowance
Keith Smith	£9.33		£9.33	Lock for football goals
Caloo	£46,577.00	£9,315.40	£55,892.40	Playground Installation (will be reimbursed by Buckinghamshire Council s.106) payment release subject to inspection of playground

Following a proposal by Cllr Atkinson seconded by Cllr Smith it was **resolved** by all those present to approve the payments.

**Zempler Card Payments:**

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£7.77	£1.56	£9.33	Chain and padlock
Amazon	£79.24	£16.66	£95.90	Litter pickers

**Directs Debits, Standing orders:**

Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£44.47	£3.53	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

- 223. PLAYGROUND QUOTE FOLLOWING ROSPA. TO REVISIT THE DECISION TAKEN UNDER 199 DUE TO AN ERROR IN THE TOTAL COSTS:** Following a proposal by Smith seconded by Cllr Gummer all Councillors were in favour and it was **resolved** to approve the quote from Reid's Playground Maintenance at a cost of £3,840 plus VAT. It was agreed that the play cone climber net will be monitored.
- 224. TO CONSIDER YOUTH FOOTBALL PROPOSAL AND ASSOCIATED COSTS:** Discussions were had on the proposal which had been submitted. It was highlighted that the Parish Council cannot make decisions that relate to the Village Hall but discussions have been had with them and they were positive about the initiative. Councillors were in favour in principle of the following:
- Allocating space in the garage for storage of equipment.
  - There would be no charge for the use of the playing field.
  - The moveable goals recently purchased could be made available to the group.
- All were in favour that this would be a great benefit for the community.
- 225. POLICIES TO BE CONSIDERED AND APPROVED:**
- GENERAL AND SEXUAL HARASSMENT POLICY**
  - DISCIPLINARY POLICY**
  - GRIEVANCE POLICY**
  - DATA PROTECTION POLICY**
  - FREEDOM OF INFORMATION POLICY**
  - Following a proposal by Cllr Gummer seconded by Cllr Greengrass it was **resolved** to adopt the above policies.
- 226. TO CONSIDER WORKS AND QUOTE FOR EXTENDING THE "ALL WEATHER PATH" TO INCLUDE LCI/5/2 AND BCS/6/1, INCREASING THE WIDTH BY APPROX. 16" OF BOTH SECTIONS. BY SCRAPING AWAY ALL OVERGROWTH:** Following a proposal by Cllr van Apeldoorn seconded by Cllr Ayre it was **resolved** to approve the quote from PA Spittles at a total cost of £18,172.00 plus VAT. All access will be from the Longwick end.
- 227. TO CONSIDER PURCHASE OF SIX PICNIC TABLES FOR PARISH USE:** Following a proposal by Cllr Pennell seconded by Cllr Ayre it was **resolved** to approve the purchase of six tables at a total cost of £1139.94 + VAT. The Clerk will purchase these directly and they will be stored in the garage. It was also **resolved** that an additional £1139.84 will be transferred to the Zempler account.
- 228. TO CONSIDER AND APPROVE THE SIGNING OF THE DEVOLVED SERVICES AGREEMENT FOR 2026-2027:** Following a proposal by Cllr van Apeldoorn seconded by Cllr Ayre it was **resolved** to sign the agreement with the Parish Council receiving £3104.89.
- 229. TO NOTE THE CLERKS DELEGATED DECISION TO APPROVE ADDITIONAL EXPENDITURE AT THE PLAYGROUND:**
- Due to cables being located under the roundabout the contractor had to lay additional stones in order to raise it slightly whilst still making it accessible, the incurred an additional cost was £400.
  - A post installation report for the playground is required and this was approved at a cost of £565 + VAT.
  - Following a proposal by Cllr Smith seconded by Cllr Pennell it was **resolved** to approve the additional costs.
- 230. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:** None received.
- 231. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- A productive meeting took place between the Parish Council and the Village Hall. The survey results were discussed with them which included exercise classes, pop up coffee shop etc. The issues that the Village Hall face are storage of equipment and a long term committed booking which takes up the majority of the hall space Monday – Friday. Another meeting will be scheduled.
- 232. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will take place on Tuesday 21st April 2026 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 closed at 8.52pm

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

**TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS**

<b>Date</b>	<b>Min Ref</b>	<b>Details</b>	<b>Whom</b>	<b>Progress</b>	<b>Status</b>
16/09/25	83c	Linking of Longwick Playing Field to Wickfields Play Area	Clerk	Clerk has made enquiries with the Management Company and they raised the following questions: * Would this require planning * Would the S106 agreement permit this?  Clerk contacted Bucks Cllrs and they kindly offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry	Awaiting response from Cllr Walsh
20/01/26	188	Legal matters	Clerk	Clerk is progressing	

**TO RATIFY THE DECISION TAKEN BY THE CLERK TO SPEND AN ADDITIONAL £120 FOR FENCING TO REMAIN IN PLACE UNTIL THE POST INSPECTION REPORT HAD BEEN COMPLETED**

As we had to wait for the post installation report in order to keep the playground closed it required the fencing to be hired for an additional week costing £120.

**PAYMENTS FOR APPROVAL APRIL 2026**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Comment</b>
Tracey Martin	£60.99		£60.99	Clerk Salary - Diff between S/O
HMRC	£111.20		£111.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
K Wharton Fencing & Gates	£1,988.00		£1,988.00	Repairs to kissing gates
Caloo	£685.00		£685.00	Post inspection & Fencing
Everything Figures	£141.00	£28.20	£169.20	Payroll Processing
Blades	£2,754.00	£550.80	£3,304.80	Grass cutting & Fertilising
Lightfoots	£552.00	£101.40	£653.40	Legal fees - Owlswick Village Green
PA Spittles	£18,172	£3,634.00	£21,806.40	All Weather Footpath
Keith Smith	£78.82	£7.80	£86.62	Expenses – Goal post securing

**Directs Debits, Standing orders & Card**

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£4.79		£4.79	Magnets for noticeboard
Costco	£949.95	£189.99	£1,139.94	Six folding picnic benches
Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£44.25	£3.75	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge
ICO	£47.00		£47.00	Annual Fee (8th May 2026)

**TO NOTE QUARTER 4 ACCOUNTS**

Full accounts attached separately

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2026</b>		
	Cash in Hand 01/04/2025		673,879.11
	<b>ADD</b> Receipts 01/04/2025 - 31/03/2026		57,468.60
			731,347.71
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/03/2026		169,492.07
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)		<b>561,855.64</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Skipton Building Society 31/03/2026	80,000.00	
	Charity Bank 31/03/2026	64,608.44	
	The Cambridge Building Society 31/03/2026	83,219.52	
	Zempler Bank 31/03/2026	489.11	
	Lloyds Savings Account 31/03/2026	69,210.77	
	Lloyds Current Account 31/03/2026	13,935.73	
	Hampshire Trust 31/03/2026	85,000.00	
	Nationwide 31/03/2026	80,000.77	
	Redwood 31/03/2026	85,000.00	
			<b>561,464.34</b>
	Less unrepresented payments		
			561,464.34
	Plus unrepresented receipts		391.30
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>561,855.64</b>
	<b>A = B Checks out OK</b>		

**TO CONSIDER BOLLARDS AT THE END OF THE BRIDLE WAY / WALNUT TREE LANE.**

<b>Name of Councillor Requesting:</b>	<b>Rolf van Apeldoorn</b>
<b>Agenda item title: (this wording will be used on the agenda e.g. To consider, to note:</b>	Bollards at the end of the bridle way / walnut tree lane.
<b>Background and Supporting Information:</b>	In order to stop vehicles from using the bridle way to access the phoenix way, position 3 bollards across the width of the bridle way at the walnut tree end. A horse friendly gate was proposed but rejected by ROW who then suggested bollards. In favour of just a notice boards.
<b>Estimated Costs:</b>	£ 2,055.10 including Vat from Barriers Direct £ 2,600.00 including VAT from Bollard Security
<b>Are quotes attached:</b>	Quotations are enclosed. Fitting charges to be added at a later date to the Barriers Direct.
<b>Timescales for the project:</b>	2-3 weeks
<b>Please describe the benefit to residents / local area:</b>	Bollards would be telescopic and operated with a key one held by Neal McIntosch and one held by the Parish Council. Horses would still be able to use the bridle way. Bollards would be spaces to allow people to access with prams and wheelchairs.

Thank you for your enquiry.

The cost to supply and install 3 R14 850 high security bollards would be £2600 vat included.

We guarantee installation within 7 days from

Place of order, we don't require any money until the job is complete then we would send over the invoice.

I would also give you 24 months warranty.

