

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 20th January 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.

- 174. Welcome and Apologies for Absence
- 175. To Receive any Declarations of Interest
- 176. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 16th December 2025
- 177. Update from Buckinghamshire Councillors
- 178. To consider actions from previous meeting
- 179. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
- 180. To approve payments in accordance with the budget
- 181. To note Internal Audit Report (half year) and review any recommendations
- 182. To consider nominating The Red Lion in Longwick as an Asset of Community Value which expires on the 28th January 2026
- 183. To note report on Kissing Gates and consider quote for repair
- 184. To consider fitting of telescopic bollards at the end of Walnut Tree Lane
- 185. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
- 186. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
- 187. 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 188 on the agenda
- 188. Confidential matters – to consider an item of business involving contractual and legal considerations.
- 189. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re admitted to the meeting
- 190. To confirm the dates and times of the next Parish Council Meeting: The next Parish Council meeting will be on Tuesday 17th February 2026 at 7.30pm at Longwick Village Hall.



Tracey Martin
Clerk, Longwick Parish Council

14th January 2026

MINUTES FOR APPROVAL



*Longwick-cum-Ilmer
Parish Council*

LONGWICK-CUM-ILMER PARISH COUNCIL PARISH COUNCIL MEETING HELD ON TUESDAY 16TH DECEMBER 2025 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice-Chair), Cllr van Apeldoorn, Cllr Gummer, Cllr Atkinson, Cllr Ayre and Cllr Pennell

Buckinghamshire Councillors: Matthew Walsh and Gary Hall

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

PC Powell, Princes Risborough Neighbourhood Team

PC Powell provided residents and Councillors with an update on the local police station, which is based in Risborough. The team consists of half a Sergeant, three full-time Police Officers, and a PCSO, and collectively they cover seven parishes.

- The recommended way to contact the team is via the online web form. All submissions are reviewed by a member of the team.
- Community priorities are set locally and can be voted on quarterly through the online system.
- The team is happy to attend community events, give talks, and discuss issues—for example at fetes, school visits, or other local gatherings.
- The police are aware of the people living in the layby and have spoken to them. However, as the land belongs to Buckinghamshire Council, responsibility for the matter rests with the Council. Cllr Hall added that the homelessness team are aware and investigating.

Parish Council meeting started at 7.39pm

156. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting. Apologies were received and accepted from Cllr Greengrass.

157. DECLARATIONS OF INTEREST: No interests were declared.

158. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 18TH NOVEMBER 2025: It was proposed by Cllr Livingston seconded by Cllr Pennell and it was **resolved** by all those present to approve the minutes and the minutes were signed.

159. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- Budget:** Buckinghamshire Council is facing a £42 million shortfall next year, which will require substantial cuts. A 5% Council Tax increase would generate approximately £15 million in additional revenue. It was noted that government funding has been reallocated from Buckinghamshire to other areas. Buckinghamshire is currently the second highest county in the country for Council Tax contributions, much of which is redistributed to counties with lower payments.
- Bus Service:** An update on bus provision has been shared with the Parish Council at this stage only due to sensitive information. Progress is being made, and Buckinghamshire Councillors hope to provide a full report to residents, possibly at the February meeting.
- Traffic Calming (Thame Road and Meadle):** Buckinghamshire Councillors have met with the Cabinet Member for Transport. A meeting with the Network Manager for Buckinghamshire Council is scheduled in the New Year.
- CIL Extension:** Due to delays from Buckinghamshire Council with Traffic Calming projects, a request will be made for an extension to the Community Infrastructure Levy (CIL) timeframe.
- MP Meeting:** A date has been set for a meeting with MP Greg Smith and Matt Barbour. Details will be shared with the Parish Council.
- Thames Water:** No update.
- Wickfields:** No update.
- Chestnut Way Weight Limit:** No new update, but progress is ongoing.
- Local Plan:** At a Conservative Group meeting, it was confirmed that the sites under consideration by Buckinghamshire Council are expected to be published in January 2026.
- Planning Application:** Buckinghamshire Councillors have requested that planning application PL/25/4603/FA be called in if Officers are minded to approve

Cllr Hall and Cllr Walsh left the meeting at 7.53pm

160. 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. Plan and rules to be produced for photography competition (123): **Action: Cllr Livingston**
- c. Report of Horsebox in layby (PP): Clerk has reported on FixMyStreet and also flagged to Buckinghamshire Councillors.
- d. Parish Council to write to MP regarding Thames Water (138j): Clerk has written to MP
- e. Broken speed indicator device, Clerk to contact LAT (138k): Clerk has liaised with the LAT who has advised that a survey is being carried out of all SID's, once this is completed, they will advise of which can be repaired and which need to be replaced and any costings.
- f. Creation of public consultation for amenities (139e): The consultation has been produced awaiting response from Cllr Gummer: **Action: Cllr Gummer**
- g. Draft budget 2026-2027 (142): Updated by the Clerk and will be discussed later in the meeting.
- h. IT Policy – review (143a): Amended and will be discussed later in the meeting.
- i. Purchase of Defib for Meadle (145): This has been purchased, installed and is now active.
- j. ROW – Clerk to check they are happy for works to LCI/5/2 and BCS/6/1 (147): Rights of Way are happy for the Parish Council to proceed.
- k. Christmas Tree on Playing Field (151): This is now in place.
- l. Table tennis provision at Village Hall, Clerk to respond to resident (152a): The Clerk has responded and has seen further emails of the resident and Village Hall Committee engaging on this matter.

161. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

PL/25/4624/VRC: Sans Paddock Owlswick Buckinghamshire HP27 9RH: Objection

PL/25/4603/FA: Chiltern Thame Road Longwick: Objection, please see the Parish Council website for the full objection.

PL/25/5243/FA: OS Parcel 4664 Lower Icknield Way: Concerns to be raised regarding access, increase in traffic and the suitability of the location.

CHANGE OF STATUS:

24/05758/FUL: Land Adjacent to Anderdons Farm Thame Road: Appeal dismissed

PL/25/3118/FA: Rest Awhile Owlswick: Conditional permission

PL/25/3119/HB: Rest Awhile Owlswick: Consent Approved

162. PAYMENTS FOR APPROVAL DECEMBER 2025:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£60.79		£60.79	Clerk Salary (minus 0.20p overpayment for April 25)
HMRC	£111.20		£111.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Longwick Litterpickers	£30.00		£30.00	Grant (already paid)
Longwick Evening WI final	£80.00		£80.00	Grant - Awaiting receipts for amount
J Greengrass	£21.00		£21.00	Planter Expenses
BMKALC	£50.00		£50.00	Training - TM, Data Protection
BMKALC	£110.00		£110.00	Training - Cllr Livingston, Futureproof Planning
Wel Medical	£1,295.00	£259.00	£1,554.00	Defib Meadle (CiL)
The Chiltern Society	£653.80		£653.80	Cutting Footpaths Devolved
BMKALC	£35.00		£35.00	Procurement Training - TM
WTG Consultants	£137.50		£137.50	Internal Audit - Half Year
Mark Harrod Ltd	£1,084.15	£216.82	£1,300.90	Football Goals paid on proforma
B Ayre	£10.82	£2.17	£12.99	Star for Christmas Tree

Following a proposal by Cllr van Apeldoorn seconded by Cllr Pennell 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	£413.79	£82.76	£496.55	Laptop - Clerk

Directs Debits, Standing orders:

EDF	£45.54	£2.46	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge
Tracey Martin	£700.00		£700.00	Clerk Salary - Standing Order
Tracey Martin Order	£26.00		£26.00	Home Allowance - Standing

Transfers:

Lloyds to Zempler	£500.00	£500.00	In order to purchase laptop
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- 163. TO NOTE THAT THE QUARTER 2 ACCOUNTS HAVE BEEN APPROVED:** Cllr Ayre confirmed that the Quarter 2 accounts have been inspected and signed off.
- 164. TO CONSIDER AND APPROVE THE DRAFT BUDGET FOR 2026-2027:** Following a proposal by Cllr Livingston seconded by Cllr Gummer it was resolved by all those present to approve the budget with an income of £50,953 and an expenditure of £390,155 which includes expenditure of CIL funds.
- 165. TO CONSIDER AND APPROVE THE PRECEPT FOR 2026-2027:** Following a proposal by Cllr Livingston seconded by Cllr Smith it was resolved by all those present to approve the precept at an amount of £41,085.98 which is an increase of 4% on the tax base resulting a band d rate of £40.60 which is an increase of £1.56.
- 166. TO CONSIDER AND APPROVE AN IT POLICY:** Following a proposal by Cllr Livingston seconded by Cllr Pennell it was resolved by all those present to approve the policy.
- 167. TO CONSIDER THE INSPECTION OF ALL KISSING GATES WITHIN THE PARISH AND TO APPROVE THE ASSOCIATED QUOTATION:** Following a proposal by Cllr van Apeldoorn seconded by Cllr Pennell it was **resolved** following a majority vote to approve an inspection of kissing gates in the Parish costing £350, this will be carried out by Kevin Wharton Fencing and Gates. Questions were raised about ownership of the gates which the Clerk will look into but it was felt it would still be worthwhile to proceed with the inspection. **Action: Clerk**
- 168. TO CONSIDER 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** by all those present to approve the surfacing works of both footpaths at a total cost of £12,000 + VAT, this will be carried out by Garden Sure Ltd and works will be scheduled for January 2026. The Clerk will liaise with Buckinghamshire Council to see if they have any signage and the Clerk will inform Bledlow of the works. **Action: Clerk**
- 169. TO RECONSIDER AND FINALISE THE DECISION TAKEN UNDER MINUTE REF 11 ON THE 15TH APRIL 2025 REGARDING ADDITIONAL PLAYGROUND EQUIPMENT AND AN EXTENDED FOOTPATH AROUND PLAYING FIELD. FUNDING FROM BUCKINGHAMSHIRE COUNCIL HAS NOW BEEN APPROVED:** Following a proposal by Cllr Livingston seconded by Cllr Gummer it was **resolved** by all those present to proceed with the original costings but with the trim trail relocated to another location on the playing field, alternative moveable goals to be purchased and for the pathway to be slightly rerouted. Clerk to liaise with contractors. **Action: Clerk**
- 170. TO CONSIDER INSTALLATION OF SPEED SURVEY MONITORS TO PROVIDE DATA TO FORM PART OF NEIGHBOURHOOD PLAN AND TO SUPPORT ACTION ON SPEED CALMING MEASURES IN THE VILLAGE:** Following a proposal by Cllr Livingston seconded by Cllr van Apeldoorn it was resolved by all those present to approve the installation of speed survey monitors in three locations, one on Chestnut Way and two on the Thame Road at a cost of £824.60 per location inclusive of VAT, Total: £2,473.80, this will be arranged directly with Buckinghamshire Council.
- 171. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk had received two emails raising concerns about the all-weather surfacing of footpaths LCI 5/1, LCI 5/2 and BCS 6/1. The concerns that the surfacing could be detrimental to the environment, future maintenance, vehicular access and questions about the spec and tendering process. The Clerk has responded answering the questions which have been raised.

- b. The Clerk had been contacted by Friends of Longwick School PTA asking if the Parish Council would be interested in working together to consider holding a fireworks or laser display in November 2026, this would be a community event either at the school or on the playing field for a bigger potential audience: All Councillors felt that this was worth exploring and the Parish Council would welcome discussions. Clerk will respond. **Action: Clerk**

172. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:

- a. Cllr Smith had a meeting on 27th November 2025 with Buckinghamshire Councillors to discuss traffic calming proposals and is awaiting costings.
- b. Cllr Smith had a meeting on the 1st December with a representative for Meadle regarding Traffic Calming. Suggestions have been made and passed to Buckinghamshire Councillors to progress.
- c. All Councillors met with an external consultant to review Neighbourhood Plan on the 4th December. A Working Group will be formalised which will include residents who have volunteered.

173. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING: The next Parish Council meeting will be on Tuesday 20th January 2026 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9.05pm

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

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	<u>Whom</u>	<u>Progress</u>	<u>Status</u>
16/09/25	83c	Linking of Longwick Playing Field to Wickfields Play Area	Clerk	<p>Clerk has made enquiries with the Management Company and they raised the following questions:</p> <ul style="list-style-type: none"> * Would this require planning * Would the S106 agreement permit this? <p>Clerk contacted Bucks Cllrs and they kindly offered to make enquiries with regards to the s106 agreement but planning would need an official enquiry</p>	Awaiting response from Cllr Walsh
21/10/25	123	Plans and rules for the photography competition to be produced	Cllr Livingston		
18/11/25	PP	Report of Horsebox in layby, Clerk to report	Clerk	Clerk reported on FixMyStreet on 19/11/25 and followed up with the LAT on 09/12/25. As of the 13/01/26 the Clerk has not received an update.	
18/11/25	139e	Creation of public consultation for amenities	Cllr Gummer	The consultation has been published and closes on the 31 st January 2026.	
16/12/25	167	Who owns / maintains the kissing gates	Clerk	The Clerk has enquired with ROW but as yet has not received a response.	
16/12/25	168	Signage for works on the All Weather paths	Clerk	Clerk enquired with Buckinghamshire Council. If the bridleway footpath will remain accessible then there is no standard signage required. If it will be closed then a TTRO will be required. One has been applied for LCI/5/1	✓
16/12/25	169	Liaise with contractors regarding extending footpath (diverted route) & additional playground equipment (trim trail inside playground and new plans)	Clerk	<p>Footpath – Works are scheduled for the 20/01/26.</p> <p>Playground equipment: Plans have been received and works approved.</p>	✓
16/12/25	171b	Respond to enquiry about fireworks / laser show.	Clerk	Responded and Cllr Ayre has volunteered to coordinate with the PTA.	✓

PAYMENTS FOR APPROVAL JANUARY 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
GardenSure Ltd	£4,800.00		£4,800.00	Deposit for LCI 5/2 & BCS 6/1
				All Weather - PAID
Print Now	£184.00	£36.80	£220.80	Printing of survey
Longwick Zemplar Acct)	£499.95		£499.95	Reinstate Balance (0.05)
BMKALC	£35.00		£35.00	Procurement Training - TM
Kevin Wharton	£350.00		£350.00	Kissing gate inspection
Longwick Evening WI	£73.04		£73.04	Grant for carol singalong

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
PRYF	£8.50		£8.50	Removal of Christmas Tree
Royal Mail	£309.50	£61.90	£371.40	PO Box Address Renewal
Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£45.83	£2.17	£48.00	Electricity
Nest	£48.26		£48.26	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

TO NOTE INTERNAL AUDIT REPORT (HALF YEAR) AND CONSIDER ANY RECOMMENDATIONS

Full audit attached separately.

Recommendations and actions:

- Overpayment of 20p for the Clerk's salary in April 2025. This was rectified in the payments for December 2025
- Photos of assets in register: These is already being done it is just the printable report does not include photographs.
- Deeds and titles for land ownership be asset to asset register: Clerk has added
- General and sexual harassment policy: This was considered previously and resolved no need to adopt however; the Clerk will prepare and add to the agenda for consideration.
- Consider adopting.gov.uk email domains: This is only a recommendation and was being explored by Cllr Livingston and Cllr Gummer
- GDPR / FOI / Data Protection: Clerk will check which policies are required and produce

TO CONSIDER NOMINATING THE RED LION IN LONGWICK AS AN ASSET OF COMMUNITY VALUE

Information can be found here: [Community Right to Bid: assets of community value | Buckinghamshire Council](#)

The current nomination expires on 28th January 2026.

TO NOTE KISSING GATE REPORT AND CONSIDER COSTS TO REPAIR

On inspection of the Kissing Gates generally all the gates need some adjustment.

Two of the gates need a new post and four need to have posts re-set after movement in the ground, also some need new strikers and springs.

From what I have seen I think it is going to take five days + materials to get them back to an acceptable level of operation.

- The Clerk has requested a quote for the attached works.
- The Clerk is awaiting a response from Rights of Way as to who is responsible for the ongoing maintenance which was raised at the meeting in December.

TO CONSIDER FITTING OF TELESCOPIC BOLLARDS AT THE END OF WALNUT TREE LANE

Name of Councillor Requesting:	Rolf van Apeldoorn
Agenda item title: (this wording will be used on the agenda e.g. To consider, to note:	Fitting of telescopic bollards at end of Walnut tree lane
Background and Supporting Information:	In order to prevent any vehicles using the "all weather footpath" a series of 4 telescopic bollards to be fitted at the end of Walnut tree lane — at the start of footpath / bridle way LCI/5/1 and clearing the grass bank so that a post and rail fence can be fitted . Bollards to be operated from the top with a key to allow authorised traffic to use the footpath.
Estimated Costs:	E 1,604.00 excluding VAT
Are quotes attached:	Quotation enclosed from K Wharton
Timescales for the project:	Subject to availability
Please describe the benefit to residents / local area:	The alternative to bollards would be a horse friendly gate.
Any other supporting documents or information:	Specifications of bollards are available.

Note: The Clerk is waiting for approval for the bollards from Buckinghamshire Council