



Longwick-cum-Ilmer
Parish Council
Parish Council

LONGWICK PARISH COUNCIL

**To: Cllr Smith, Cllr Livingston, Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell,
Cllr Greengrass and Cllr Atkinson**

**You are hereby summoned to the Annual Meeting of the Council taking place at Longwick Village
Hall on Tuesday 19th May 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.

18. Election of the Chairman to the Council and to receive the Chair's Declaration of Acceptance of Office
19. Election of the Vice-Chairman to the Council and to receive the Vice-Chair's Declaration of Acceptance of Office
20. Welcome and Apologies for Absence
21. To Receive any Declarations of Interest
22. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 21st April 2026
23. To consider actions from previous meetings
24. Update from Buckinghamshire Councillors
25. To appoint representatives on the under mentioned bodies / groups:
 - a. Community Boards
 - b. Others bodies or groups as required
26. Review and adoption of policies:
 - a. Standing Orders (no amendments)
 - b. Financial Regulations (no amendments)
 - c. To consider establishing a Working Group to review all other policies throughout the year
27. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
28. To note accounts for payment in accordance with the budget
29. To review and update (where required) bank mandates for all accounts
30. To appoint a Councillor to carry out quarterly checks of the accounts
31. To appoint a Councillor to carry out monthly checks of the equipment at Longwick Playing Field
32. To consider reoccurring payments and contractors for 26-27
33. To consider actions from Internal Audit 26-27
34. Annual Governance and Accountability Return:
 - a. To consider, complete and approve section 1
 - b. To consider and approve section 2
 - c. To approve Elector Rights of Inspection dates commencing Wednesday 3 June 2026 – Tuesday 14 July 2026
35. To consider the purchase and installation costs of a replacement VAS

36. To consider traffic calming / speed reduction proposals including any associated costs (note this item is subject to receiving data and costs from Buckinghamshire Council)
37. To note the Clerks decision under delegated authority to enter into a new Electricity contract
38. To consider the transfer of defibrillators to the Parish Council
39. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
40. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
41. To confirm the dates and times of Parish Council Meeting for the ensuing year:
The Parish Council meet on the third Tuesday of the month at Longwick Village Hall starting at 7.30pm

Tuesday 16th June 2026

Tuesday 21st July 2026

August – no meeting

Tuesday 15th September 2026

Tuesday 20th October 2026

Tuesday 17th November 2026

Tuesday 15th December 2026

Tuesday 19th January 2027

Tuesday 16th February 2027

Tuesday 16th March 2027

Tuesday 20th April 2027 *

Tuesday 18th May 2027 **

*The Annual Meeting of the Parish will be held prior to the ordinary Parish Council meeting on 20th April 2027 at Longwick Village Hall starting at 7pm.

**The May meeting will be the Annual Meeting of the Council

42. 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 43 on the agenda
43. Confidential matters – to consider staffing matters
44. 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
clerk@longwickcumilmer.org.uk

13th May 2026

MINUTES FOR APPROVAL

LONGWICK-CUM-ILMER PARISH COUNCIL PARISH COUNCIL MEETING HELD ON TUESDAY 21ST APRIL 2026 AT 7.30PM AT LONGWICK VILLAGE HALL

Parish Council meeting started at 7.40pm due to the Annual Meeting of the Parish overrunning.

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice Chairman), Cllr van Apeldoorn, Cllr Ayre, Cllr Gummer, and Cllr Greengrass.

Buckinghamshire Councillors: Matthew Walsh and Gary Hall

Clerk: Tracey Martin

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

1. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. Apologies were received and accepted from Cllr Pennell and Cllr Atkinson.
2. **DECLARATIONS OF INTEREST:** No interests were declared.
3. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 17TH MARCH 2026:** Following a proposal by Cllr Ayre seconded by Cllr Greengrass a vote was taken and it was **resolved** by all those present to approve the minutes and the minutes were signed.
4. **UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:**

Buckinghamshire Councillors proposed a meeting with Parish Councillors to review outstanding matters and agree priorities for the year ahead. The Clerk will coordinate arrangements. **Action: Clerk**

Cllr Hall and Cllr Walsh left the meeting at 7.43pm
5. **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**
 - Bellway still technically own the Common Area a new Managing Agent has been appointed and the residents have formed a steering committee which will represent their interests and ultimately take over the Management Company which owns the estate. Cllr Livingston raised concerns that some residents are opposed to the idea. It was agreed that this cannot be explored until Buckinghamshire Council are able to provide an update on the above action.
 - b. Legal matters (188): Clerk is progressing. **Action: Clerk**
6. **PLANNING - TO CONSIDER AND APPROVE COMMENTS:**

PL/26/01711/FA: Chadwell Cottage Owlswick Lane Owlswick: No objection

PL/26/02701/PIP: Crownridge Longwick Road Longwick: The Parish Council agreed to object to the application for Permission in Principle (1–2 dwellings) on the grounds of conflict with the Neighbourhood Plan housing mix, previous refusals on the site, concerns about overlooking and loss of privacy, visual impact on local character and impact on the green buffer visibility for neighbouring properties, plus the precedent it would set for further development. The proposal suggests that Longwick needs further housing but the existing plan allocated 300 homes until 2033 – this number has already been delivered.

Full objection available from the Clerk.

PL/26/02686/FA: Holly Tree Barn Owlswick Lane: No objection

PL/26/02789/KA: New Berkeley House Owlswick: The Parish Council defers to the advice of Buckinghamshire Councils Arboricultural Officer. Should the application be approved, the Council recommends that replacement tree planting is secured by condition to ensure no net loss of tree cover and to maintain the character and amenity of the area.

Change of status:
PL/25/6400/FA: 36 Wayfarers End, Longwick: Conditional permission
25/06122/FUL: Maccabee Kennels Bar Lane Owlswick: Conditional permission
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:** The Clerk's delegated decision to authorise an additional £120 for temporary fencing prior to the post-installation inspection was noted and ratified.

8. PAYMENTS FOR APPROVAL APRIL 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
K Wharton Fencing	£1,988.00		£1,988.00	Repairs to kissing gates
Caloo	£685.00	£137.00	£822.00	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 VG
P A Spittles	£18,172.00	£3,634.40	£21,806.40	All weather surfacing
Keith Smith	£86.62		£86.62	Securing football goals
WTG Consultants	£137.50		£137.50	Internal Audit Final

Following a proposal by Cllr van Apeldoorn seconded by Cllr Ayre it was **resolved** by all those present to approve the payments.

Zempler Card Payments:

Payee	Net	VAT	Gross	Comment
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

Directs Debits, Standing orders:

Payee	Net	VAT	Gross	Comment
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)

- 9. TO NOTE YEAR END ACCOUNTS:** The year-end accounts had been circulated in advance of the meeting and were duly noted by Council. Cllr Ayre will carry out the year end check and report back to Council next month.
- 10. TO APPROVE ADDITIONAL EXPENDITURE FOR THE NEIGHBOURHOOD PLAN:** Following a proposal by Cllr Smith and seconded by Cllr van Apeldoorn, it was **resolved** to approve a further expenditure budget of up to £500 for Thomas Design Regeneration & Consultation Ltd, for working party meetings to take place in order to evaluate the implications of the draft Bucks Local Plan and how this impacts the review and development of our Neighbourhood Plan. There is a need to prepare our strengthened background policies for updating our plan ready for publication of the Bucks Local Plan and its final proposals. This is due for publication in July and will show any demands being placed on the Parish, when we can finally move ahead with appropriate adjustment of our Neighbourhood Plan using our refined and strengthened policies.
- 11. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk reported a complaint received regarding noise and antisocial behaviour on the MUGA. Following discussion, it was agreed that no action could be taken by the Parish Council at this time, and that any incidents of antisocial behaviour should be reported directly to the Community Police Officer. The Clerk also noted that the resident had raised concerns relating to planning permission and potential environmental health noise issues. It was agreed that the Clerk would reiterate that such matters must be reported through the appropriate official channels. Clerk to respond to resident. **Action: Clerk**
- 12. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Gummer met with representatives of Risborough Youth Club to gain an understanding of how the club operates and the services it provides to the community. Options are now being explored to identify opportunities for collaboration that could benefit young people in Longwick.
- b. Cllr Smith and Cllr Livingston had attended the Parish Liaison meeting which was useful.
- 13. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next meeting is the Annual Meeting of the Council and will take place on Tuesday 19th May 2026 starting at 7.30pm at Longwick Village Hall.

14. **TO CONSIDER BOLLARDS AT THE END OF THE BRIDLE WAY / WALNUT TREE LANE:** Following a proposal by Cllr van Apeldoorn seconded by Cllr Livingston a vote was taken and all Councillors were in favour and it was **resolved** to approve the quote from Bollard Security at a cost of £2600 inclusive of VAT which includes a 24-month guarantee. Local Landowners have been consulted and are happy with this proposal.
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:** Following a proposal by Cllr Smith seconded by Cllr Gummer a vote was taken and all Councillors were in favour and it was **resolved** to exclude the press and public.
16. **CONFIDENTIAL MATTERS – TO CONSIDER STAFFING MATTERS:** Following a proposal by Cllr Ayre seconded by Cllr Livingston and it was **resolved** by all those present to regrade the Clerk’s salary to SCP 19 which will be backdated to 1st April 2025. It was also **resolved** that the Clerks contract will be reviewed to be in line with the model contract and this would be brought back for approval at the May meeting.
17. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960: TO RESOLVE THAT THE PUBLIC AND PRESS BE RE ADMITTED TO THE MEETING:** Following a proposal by Cllr Smith seconded by Cllr Livingston a vote was taken and all Councillors were in favour and the press and public were readmitted to the meeting. There was no press or public but the Clerk rejoined the meeting.

There being no further business the meeting closed at 8.49pm

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	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	
21/04/26	11	Respond to complaint regarding antisocial behaviour / noise form MUGA	Clerk	Responded	Completed

REVIEW AND ADOPTION OF POLICIES:

[Standing Orders May 2025.pdf](#)
[Financial Regulations May 2025.pdf](#)

To consider establishing a working group to review all other policies throughout the year

PAYMENTS FOR APPROVAL MAY 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
BMKALC	£50.00		£50.00	Complaints Handling Training - TM
BMKALC	£359.76		£359.76	Subs 26/27
John Lee Construction Ltd	£28,016.67	£5,603.33	£33,620.00	All Weather Surfacing of Bridleway (£10k deposit paid 18/02/26)
John Lee Construction Ltd	£2,500.00	£500.00	£3,000.00	All Weather Surfacing additional costs
Thomas Design & Regeneration	£314.90	£62.98	£377.88	NP Consultancy Services
Blades Turfcare	£1,684.00	£336.80	£2,020.80	Grass cutting
Bollard Security	£2,166.67	£433.33	£2,600.00	Bollards (Paid 29/04/26)

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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

Receipts

Bucks Council	£21,150.10		£21,150.10	1st half of precept
HMRC	£23,158.31		£23,158.31	VAT Refund

TO REVIEW AND UPDATE (WHERE REQUIRED) BANK MANDATES FOR ALL ACCOUNTS

Redwood:	T Martin, Cllr Livingston & Cllr Smith
Nationwide:	T Martin, Cllr Livingston & Cllr Smith
Hampshire Trust:	T Martin, Cllr Livingston & Cllr Smith
Cambridge Building Society:	T Martin, Cllr Livingston & Cllr Smith
Charity Bank:	T Martin, Cllr Livingston & Cllr Smith
Skipton Building Society:	T Martin, Cllr Livingston & Cllr Smith
Lloyds Current Account:	T Martin, Cllr Livingston, Cllr Smith, Cllr van Apeldoorn
Lloyds Savings Account:	T Martin, Cllr Livingston, Cllr Smith, Cllr van Apeldoorn
Zempler Bank:	T Martin

TO APPOINT A COUNCILLOR TO CARRY OUT QUARTERLY CHECKS OF THE ACCOUNTS

The current Councillor is Cllr Ayre.

TO APPOINT A COUNCILLOR TO CARRY OUT MONTHLY CHECKS OF THE EQUIPMENT AT LONGWICK PLAYING FIELD

The current Councillor is Cllr Atkinson.

TO CONSIDER REOCCURRING PAYMENTS AND CONTRACTORS FOR 26-27

Shield Maintenance	Bin Emptying	£180-200 per month + VAT
Blades	Grass cutting Devolved Services & Greens	£1,684.00 per month + VAT
BMKALC	Subs	£400 per annum
Scribe	Accounts Software	£500 per annum
PKF Littlejohn	External Audit	£400 per annum
WTG Consultants	Internal Audit	£250-300 per annum
EDF Energy	Electricity	£48 per month – will be reduced as new contract entered into
The Play Inspection Company	Annual RoSPA	£250 per annum + VAT
Chiltern Society	Footpath Clearance	£750 per annum
Clear Insurance	Insurance	£1150 per annum
Everything Figures	Payroll Processing	£150 per annum + VAT
Bright Marks	Pitch Marking	£360 per month during season which is for 2 x marking
GiffGaff	Mobile Top Up	£5 per month + VAT
Lloyds	Monthly Bank Charge	£4.25 per month
Longwick Village Hall	Hall Hire for Meetings	£500 per annum
Nest	Pension	£48.26 per month (varies)
TEEC	Website Hosting	£250 per annum + VAT
HMRC	PAYE	£111.20 average (varies)

Approved Contractors:

- Duckworth Arboriculture for tree surveys
- Oxford Oak for tree works
- Blades for grass cutting works

For works up to £1,000 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

TO CONSIDER ACTIONS FROM INTERNAL AUDIT 26-27

Full internal audit attached separately.

Actions highlighted:

1. Payroll controls: Chairmans allowance should be run through the payroll unless for allowable permitted expenses. Clerk notes: The previous Chairman has always just created an invoice to cover the £200 which included printing costs, telephone costs etc.
2. Photographs of assets: Clerk note: This is already being done so unsure why it has been picked up, possibly because the printed version was viewed which does not include images.
3. Trust funds box: Clerk note: the form has been changed this year and the Clerk accidentally ticked the wrong box. This has now been rectified.
4. Policies, FOI, data protection etc: Clerk to look into producing the required policies

TO CONSIDER THE PURCHASE AND INSTALLATION OF A REPLACEMENT VAS

Quote has been received from Buckinghamshire Council (Balfour Beatty Living Places) as per the below, this is to replace the VAS at the Thame end of the Village:

Item	Total
Supply VAS (to VM27982 001 rev A)	£2,733.79
Install and commission and disposal of existing	£1,160.60
Traffic Management (2-way lights, supply and maintain, permits)	£466.18
	£4,360.57

TO NOTE THE CLERKS DECISION UNDER DELEGATED AUTHORITY TO ENTER INTO A NEW ELECTRICITY CONTRACT

The Clerk received notification from EDF Energy that our standing order was being increased from £48 per month to £95.52. On further investigations it was found that our fixed agreement had come to an end resulting in the following charges:

Unit rate	45.55p per kWh
Standing charge	186p per day

As the prices fluctuate the Clerk took the decision to enter into a two year agreement from 6th May 2026 to 5th May 2028 on the following rates;

Unit rate	26.80 per kWh
Standing charge	0.50 per day

This will be a significant decrease on the standing charge alone which was causing the standing charge for the month to be higher than the actual usage. The direct debit once a full month's usage is calculated will be based on actual usage however, the direct debit over the next month or so will be higher as based on previous unit rate / standing order charges.

TO CONSIDER THE TRANSFER OF DEFIBRILLATORS TO THE PARISH COUNCIL

The Rural Defibrillator Group has historically acted as the coordinator for the community defibrillators, working with the Parish Councils to ensure pads and batteries were replaced when required. The Group is now seeking to transfer full responsibility for the management and coordination of the devices to the Parish Council.

This change is not expected to create additional financial cost for the Council. Replacement pads and batteries remain on the same cycle, and routine physical checks continue to be carried out by local residents. The only additional impact is a small increase in administrative time for the Clerk, who would take over coordination, record-keeping, and liaison with the volunteer checkers.

Defibrillator Locations, battery status and pad expiry dates

Red Lion Pub, Longwick (covered under a worry-free agreement until August 2026) – Pads expire 31 May 2028
Battery: 3/3

Longwick Village Hall – Pads expire 31 May 2028
Battery: 3/3

Severalles Farm, Ilmer – Pads expire 30 September 2026
Battery: 3/3

The Council is asked to note the proposed transfer of responsibility and consider whether it is willing to formally adopt the coordination role going forward

CORRESPONDENCE:

1. Ilmer Pond: The Clerk has received a request from somebody who is undertaking training to get their Great Crested Newt surveying licence, and they are looking for ponds that they can survey to improve their experience before applying for a licence. They will be accompanied by someone with a license as per the legal requirement
2. The Clerk has received notification of an increase in bin emptying fees: From May, the price for standard dog bin waste collections will be £3.00 per bin per collection, and standard general waste bin collections will be £3.50 per bin per collection.