



## Longwick-cum-Ilmer Parish Council

### LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON TUESDAY 20<sup>TH</sup> 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 15<sup>TH</sup> 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	£125.00		£125.00	Internal audit, final report
JR Sports	£400.00	£80.00	£480.00	Play in the Park 09/04/25
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Gardens by Gathercole	£437.50		£437.50	Grass cutting
Medic Paul	£180.00		£180.00	Medic cover for VE Day Event
Mr Lister	£200.00		£200.00	Hemley Hillbillies VE Day
Zempler Bank	£277.17		£277.17	Reinstate Balance (£222.83)
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, Cllr Livingston, Cllr Greengrass and Cllr Goodchild will 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 £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

**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**
- General Sexual Harassment Policy: Policy has not been adopted: It was felt that this was not required at this time.
- 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**
- 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.
- Code of conduct not considered in 2024-2025: Noted and has been adopted earlier in the meeting.

- I. 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 8.48pm**

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