



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL PARISH COUNCIL MEETING HELD ON TUESDAY 17TH JUNE 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 Pennell

Buckinghamshire Councillors: and Gary Hall

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

- Representative from ODBST introduced themselves and stated that they hoped they had addressed queries which had been raised previously.
- Resident raised question about Thames Water Pumping Station and the Parish Councils view on residential development in Longwick. Cllr Smith asked the resident to write to the Parish Clerk about the Water Pumping Station and with regards to further development the Parish Council will have to wait to see what developments come forward but when any formal applications are received the Parish Council may consider inviting developers to meetings and will focus our comments on the neighbourhood plan.
- What are your plans to consult with the Community. Cllr Smith stated that this will be discussed later in the agenda.
- A request had been sent to the Clerk for a bench outside Post Office, unfortunately the Clerk did not receive this email until this evening so has not yet been circulated to Councillors. The Clerk will liaise with the Local Area Technician to see if this is feasible and gather any costings which will then be brought to the Council. **Action: Clerk**
- Two Councillors had visited the Children's Memorial Garden and the landowner confirmed that the planning application for a Chapel has been submitted.
- A resident raised a concern with the development Little Oakley, on the Thame Road and having received no response from them.
- Concerns were raised over speeding and markings on the road were requested.
- A resident asked what is happening with Maccabee Kennels and Cllr Smith stated that this will be discussed later in the meeting.

47. **WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. Apologies were received from Cllr Walsh.

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

49. **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 20TH MAY 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.

50. **TO CONSIDER A GRANT APPLICATION FROM ODBST:** Questions were raised about the financial savings per year, where additional funding could be sourced and how much it would benefit to the wider community. Cllr Smith proposed that 50% of the total funding, amounting to £16,000, would be granted on the condition that an equivalent amount is secured from another organisation. Payment would be made only upon project completion. The proposal was seconded by Cllr Gunner, and following a unanimous vote, the council **resolved** to approve, in principle, the funding of £16,000, subject to the confirmation of match funding. Clerk will write to ODBST outlining the above. **Action: Clerk**

51. **TO REVIEW THE GRANT APPLICATION FROM LONGWICK PRESCHOOL:** The following concerns were raised by Councillors:

- a. Given the proximity of two forest schools within the Parish, it may be more practical for the school and preschool to share facilities.
- b. Consideration was given to how the building's aesthetics would integrate with the surrounding area.
- c. Cllr Smith proposed collaborating with the school and preschool to encourage joint efforts in finding a solution. Cllr Greengrass seconded the motion, and following a vote, it was **resolved** not to approve the grant request for £24,310 at this time but to engage with both parties in developing a suitable plan. Clerk to write to the Preschool informing them of the decision. **Action: Clerk**

52. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR GARY HALL:

- a. Cllr Hall stated that he had also noticed that the A4129 road has got noticeably busier and would like to arrange a meeting between the Parish Council, Cllr Hall, Cllr Walsh and MP Greg Smith. Clerk to arrange.
Action: Clerk
- b. Toucan Crossing information is limited but has been shared with Councillors.
- c. Cllr Livingston stated that at a recent meeting he was informed that more funding in highways policing should be available later in the year.

53. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Community Board Representative to be added to agenda (26a): The Clerk is waiting further communications from the Community Boards.
- b. Clerk to confirm if Princes Risborough Parochial Charities requires an action from the Parish Council (26b): The Clerk has made contact and it has been confirmed that no action is required from the Parish Council.
- c. Follow up on the progress of the War Memorial railings (36): Railings are expected back w/c 26/05/25, clerk will arrange for them to be installed.
- d. Circulation of the grass cutting contract in place (37): This has been circulated to Councillors.
- e. Produce Internal Controls Policy (38b): This has been added to the June agenda.
- f. Produce Reserves Policy (38c): This has been added to the June agenda.
- g. Annual Appraisal for Clerk (38d): Clerk has added to the June agenda to establish a Staffing Working Group to carry this out.
- h. Add photographs to asset register (38e): Clerk has added to Scribe
- i. Produce Investment Policy (38f): This has been added to the June agenda
- j. Review the effectiveness of Internal Audit (38g): This has been added to the June agenda
- k. Explore .gov domain (38i): Clerk has added to the June agenda to establish a Website Working Group which will review the current website and domains.
- l. Clerk to arrange meeting with resident and Cllr van Apeldoorn to discuss residents' concerns with MUGA and Antisocial behaviour. Cllr van Apeldoorn will report back to the Parish Council (43a): Meeting has taken place and is on the June agenda for discussion.
- m. Concerns about parking on Ilmer Green. Clerk to provide details to Cllr Smith and he will investigate and report back (43c): Clerk has provided details to Cllr Smith. A meeting has taken place and Clerk is making enquiries with Buckinghamshire Council

54. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

25/06122/FUL: Maccabee Kennels Bar Lane Owlswick: While the Council has no objection to the building itself, we strongly request that consideration be given to the provision of a pavement along Bar Lane. This section of Bar lane is already very narrow, not wide enough for two cars to pass safely. At present, there is no dedicated pedestrian infrastructure, forcing pedestrians to walk along the roadway, which poses a safety risk. The introduction of a pavement would significantly improve accessibility and ensure safer passage for residents and visitors. Additionally, the Council requests that the adequacy of sewerage and water infrastructure be reviewed as part of the development process. It is essential that the existing network can support the proposed development without negatively impacting current residents. Improvements may be necessary to ensure capacity, sustainability, and long-term efficiency.

The Parish Council urges the planning authority to incorporate these vital infrastructure considerations into the development plans to support both pedestrian safety and essential utilities.

25/06178/CTREE: Hawfinch House 6 Shepherd Meadow Owlswick: No objection

25/06210/CTREE: Horsenden Manor Horsenden Lane Princes Risborough: No objection

25/06300/AGD: OS Parcels 2521 And 2927 Horsenden Lane: No objection

25/06102/CLP: 10 Ivy Close Longwick: No objection however, attention should be given to the extending of the dropped kerb as it may have an effect on the fire hydrant which is in close proximity.

25/06109/ADRC: Stables Chadwell Hill Farm Lower Icknield Way: For information only, no comment required

Following a proposal by Cllr Pennell seconded by Cllr Livingston a vote was taken and it was resolved to approve the comments for submission.

The following applications status has changed:

25/05571/FUL: Cotleigh Thame Road Longwick: Application Permitted

25/05750/FUL: Mulberry House Meadle Village Road Meadle: Application Refused

25/05299/FUL: 15 Williams Way Longwick: Application Permitted

25/05936/ADRC: Orchard View Farm Stockwell Lane Little Meadle: Permit - detail Reserved by Condition

25/05277/FUL: Kent Cottage Red Lion Lane Thame Road: Application Refused

55. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:

Cllr Smith informed those present that the contractor for grass cutting in the Parish terminated the contract with immediate effect. As a result, the clerk had to arrange a one-off cut of the playing field which is included in the payment schedule below.

Payee	Net	VAT	Gross	Comment
Tracey Martin	£739.37		£739.37	Clerk Salary
HMRC	£105.80		£105.80	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
SLCC	£95.00		£95.00	Subs
Tracey Expenses	£118.22		£118.22	Expenses & Home Allowance
The JR Sports Group	£250.00	£50.00	£300.00	VE Day Sports Session
Gardens by Gathercole	£218.75		£218.75	Grass cutting
Gomes Forge Ltd	£2,500.00	£500.00	£3,000.00	War Memorial Railings
D Hounslow	£670.00		£670.00	Reinstalling war memorial railings & clearing fallen Hawthorne
Zempler	£224.00		£224.00	Reinstate balance (£276)
Buckinghamshire Council	£26,870.52	£5,374.10	£32,244.62	Feasibility Study – Toucan Crossing (Quote 10008)
Jenny Greengrass	£217.00		£217.00	Planters
Oxford Oak	£900.00	£180.00	£1,080.00	Tree works T15
SureCare	£350.00	£70.00	£420.00	One off cut of playing field
Zempler Card Payments				
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£218.00		£218.00	Microphone system
Directs Debits / Standing orders				
EDF	£45.79	£2.21	£48.00	Electricity
Nest	£46.77		£46.77	Pension Contribution
Receipts				
Bucks Council	£3,234.12		£3,234.12	Devolved Services

56. TO CONSIDER ESTABLISHING THE FOLLOWING WORKING GROUPS / COMMITTEES AND APPROVING TERMS OF REFERENCE:

- Website Review Working Group: It was **resolved** to appoint Cllr Livingston and Cllr Gummer and to adopt the Terms of Reference.
- Staffing Committee Working Group: It was **resolved** to appoint Cllr Ayres, Cllr Goodchild and Cllr Pennell and to adopt the Terms of Reference.

57. TO CONSIDER APPOINTMENT OF COUNCILLORS FOR THE FOLLOWING FOCUS AREAS:

Cllr Smith stated that these individuals would serve as key points of contact, reporting back to Councillors and Parish Council meetings with any suggestions, actions, or recommendations.

Following discussions, it was **resolved** to appoint the below members to focus areas:

- Youth facilities & activities: Cllr Gummer, Cllr Pennell and Cllr Atkinson
- Senior Citizen groups /disability: Cllr Greengrass, Cllr Smith and Cllr Pennell
- Longwick School / Pre School: Cllr Ayres and Cllr Smith
- Sporting opportunities & Playing Field: Cllr Gummer, Cllr Atkinson and Cllr van Apeldoorn
- Ilmer & Horsenden / Owlswick / Meadle: Cllr Goodchild, Cllr Livingston and Cllr van Apeldoorn
- Village Hall: Cllr Greengrass, Cllr Livingston and Cllr Ayres
- Footpaths and Bridleways: Cllr van Apeldoorn, Cllr Ayres and Cllr Pennell
- Neighbourhood plan: Cllr Smith, Cllr Ayres, Cllr Livingston and Cllr van Apeldoorn
- Village environment / Litter: Cllr Greengrass, Cllr Pennell and Cllr Goodchild
- Police: Cllr Smith and Clerk
- Speeding / traffic / transport: Cllr Goodchild, Cllr Livingston, Cllr Gummer and Cllr Atkinson
- Buckinghamshire Unitary Council and Buckinghamshire Councillors: Cllr Livingston, Cllr Smith and Clerk
- Community Development: All Councillors

58. TO CONSIDER AND APPROVE A COMMUNITY MEETING AND AN ASSOCIATED BUDGET: It was **resolved** to proceed with the 10th July 2025 starting at 7pm at the Village Hall. A budget was approved of £600 which will include the hall, nibbles and drinks.

59. **TO CONSIDER A NEW DATE FOR THE MAKERS AND ARTIST FAIR AND ALLOCATE A WORKING GROUP:** It was **resolved** that this will be deferred until next year due to time constraints.
60. **TO CONSIDER AND REVIEW THE PLAYING FIELD HIRE REGULATIONS AND CHARGES:** Following discussions it was **resolved** that Cllr Smith will make some amendments to the policy and bring back to the July meeting for approval. Clerk will add to agenda. **Action: Cllr Smith and Clerk**
61. **TO CONSIDER ACTIONS REQUIRED FROM A MEETING WHICH TOOK PLACE WITH REGARDS TO NOISE COMPLAINTS FROM THE MUGA:** A Councillor met with residents to listen to their concerns, and subsequently, two Councillors have been monitoring the usage, which does not appear to be excessive. Cllr Smith reported that enquiries were made with the company that installed the MUGA, and if noise levels can be reduced, this will be considered as part of ongoing maintenance. Additionally, relocating the target goal has been suggested as a possible solution. The Parish Council requests that any antisocial behaviour be reported to the police. The Clerk will write to the residents, providing details of the research conducted and explaining that potential adjustments will be considered. However, it will be noted that, from a legal and planning perspective, there are no issues with the MUGA. **Action: Clerk**
62. **TO NOMINATE A VOLUNTEER TO MAINTAIN THE PLANTERS:** It was **resolved** that Cllr Greengrass and a member of the public will maintain the planters.
63. **TO CONSIDER A QUOTE FOR ANNUAL CLEARANCE OF THE STREAM:** It was **resolved** to approve the quote for £500 from D Hounslow. Clerk will arrange. **Action: Clerk**
64. **TO CONSIDER QUOTES FOR GRASS CUTTING FOR THE REMAINING SEASON:** Unfortunately, as the quotes were not comparable Councillors were unable to approve but it was **resolved** that £2,000 is approved for the Clerk to arrange grass cutting this month and then this will come back to the July meeting for further discussion. Clerk to arrange grass cutting and add to agenda. **Action: Clerk**
65. **TO REVIEW AND APPROVE THE FOLLOWING:**
a. **Internal Controls Policy**
b. **Investment Policy**
c. **Reserves Policy**
d. **Review Of Effectiveness of Internal Audit**
Due to time constraints, it was **resolved** to defer this to the July meeting, Clerk to add to agenda. **Action: Clerk**
66. **TO APPROVE PAYMENT FOR WALKERS ROAD TREE WORKS WHICH WILL BE REIMBURSED BY BUCKINGHAMSHIRE COUNCIL:** The Clerk reported that the works will not be carried out until the money is received from Buckinghamshire Council. It was **resolved** to approve the works at a total cost of £360.
67. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
a. The Clerk received an email asking to see more for our teenage children in the village and also for a bus stop in Longwick to go into Thame and the Station. The Clerk has contacted Buckinghamshire Councillors regarding the bus stop and with regards to the activities for teenagers it was agreed to invite them to the Community Meeting. **Action: Clerk**
b. Cllr Livingston had been approached with regards to football goals on the playing field. The Clerk advised these are part of the s.106 application, a response is expected in October 2025.
68. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
a. Cllr Smith provided a report to Councillors on his meeting and subsequent actions from his visit to Ilmer Green. This is awaiting a response from the Local Area Technician as to what can be actioned.
b. Cllr Smith and Cllr van Apeldoorn had visited the Memorial Garden and saw the plans for the Chapel. The Planning Application has been submitted and will be reviewed when received.
69. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** Tuesday 15th July starting at 7.30pm at Longwick Village Hall.
70. There being no further business the meeting closed at 9.30pm

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