

**LONGWICK-CUM-ILMER PARISH COUNCIL
A MEETING OF THE PARISH COUNCIL WILL BE HELD
ON TUESDAY 18th April 2017 AT 8.00 PM IN LONGWICK VILLAGE HALL
AGENDA**

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting.

- 1. Welcome and Apologies for Absence.**
- 2. Acceptance of Minutes of the previous meeting on the 21st March 2017**
- 3. Declarations of Interest -To receive any pecuniary or non-pecuniary declarations of interest**
- 4. To receive Matters Arising not otherwise on the Agenda**
- 5. To receive a report from Cllr Bendyshe-Brown (BCC) on matters concerning Longwick-cum-Ilmer Parish Council**
- 6. Finance - To note accounts for payment in accordance with the budget**
- 7. Capital Items and Community Facilities**
 - A. Playing Field**
 - B. Children's Play Area**
- 8. To consider and decide on a response to correspondence received by the Parish Council**
- 9. To receive a report on the Neighbourhood Plan (Cllr Val McPherson)**
- 10. To discuss and decide on the preferred candidate to fill the vacancy for a councillor by co-option**
- 11. To discuss and decide on whether a parish logo is required for letterheads and if so how the logo is to be chosen**
- 12. To discuss and decide in principle on whether to adopt an open space on Thame Road /Bar Lane in relation to the Neighbourhood Plan**
- 13. Planning Applications**
 - a. To consider New and Amendments to Planning Applications**
 - b. To Receive Notice of Planning Applications Approved**
 - c. To Receive Notice of Planning Applications Refused**
- 14. Agenda items for the Next Meeting**
- 15. Date of Next Meeting.**

Susanne Griffiths
12th April 2017

**Draft LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 21st MARCH 2017 AT 7.30 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Cllr (Chairman) Val McPherson BEM

Cllrs. Ian Walker, Sally Whitworth, Jane Rogers, Rolf van Apeldoorn and Brian Richards

Clerk Susanne Griffiths

Deputy Clerk Jayne Mylchreest

1 member of the public

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Val McPherson BEM who expected to be late as delayed in traffic. Cllr Brian Richard chaired the meeting in her absence.

2. MINUTES

The Minutes of the previous meeting of the Parish Council on the 21st February 2017 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. MATTERS ARISING FROM LAST MEETING NOT OTHERWISE ON THE AGENDA

The Clerk confirmed that three applications for the Councillor vacancy had been received. Cllr Jane Rogers agreed to book the Village Hall for the interviews on the 10th April from 7pm. **JR/JM**

5. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING LONGWICK-CUM-ILMER PARISH COUNCIL

Cllr B Bendyshe-Brown reported on the following-:

- Horsenden Lane – ditch/drain works completed
- Funding for two VAS 's is ongoing
- VAS on Thames Road has now been repaired
- Longwick Fete
- Footpath repairs – Chestnut Way to the school at Walnut Tree Lane
- Park Mill Farm planning application appeal has been dismissed
- Devolved Services
- Bridlepath at Owlswick has been resurfaced and Owlswick Lane to be resurfaced
- Footpath 21C – footpath sign has been removed and footpath blocked by a resident

6. FINANCE

A/The income for February and the expenditure for March was examined by the Council. **All present agreed** that the necessary cheques be signed.

The Clerk presented the accounts together with the bank statements and bank reconciliation for the members' consideration together with a copy of all standing orders and direct debits made from the Parish Council account. **All present agreed** that the accounts were being handled in a satisfactory manner and the monies were all accounted for.

Mch	s/o	March salaries	387.97
Mch	s/o	BCC Local Government pension scheme	101.60
Mch	s/o	K Dobson- Risk assessment February 2017	15.50
Mch	302	HMRC paye Jan Feb Mch	168.00
Mch	303	Postage Apr16-Mch17	20.35
Mch	304	Mileage Apr16-Mch17	27.00

B/ Receipts NIL

C/ Bank Balance £ 18, 141.12 (allowing for the above cheques).

Cllr Val McPherson BEM joined the meeting at 7.50pm and took the chair.

7. CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no medium or high risk issues highlighted in the Risk Inspection Report for February
Cllr Sally Whitworth agreed to chase the contractor to cut the hedge. SW

The Clerk is requested to arrange to have the small tree that has fallen down that has been highlighted as a low risk on the risk assessment, removed. JM

B. Children's play area

There were no medium or high risk issues highlighted in the Risk Inspection Report for February

8. CORRESPONDENCE

An email has been received from the Parish Council's solicitor concerning the fees for transferring the assets from the Trustees of the Sports Club to the Parish Council.

The solicitor had advised that the cost to draw up the agreement between the Trustees of the Sports Club and the Parish Council for the transfer of the assets for a nominal fee will not exceed £500.00 plus vat.

Cllr Val McPherson proposed to approve these costs and instruct the solicitor to proceed with the agreement and any future costs are to be borne by the transferor for the future transfer of assets
Seconded by Cllr Sally Whitworth. All present agreed.

Resolved: To approve these costs and instruct the solicitor to proceed with the agreement. SG

An email has been received from a resident regarding starting a Longwick Village Youth Club

The resident wishes to start a charitable business providing a Youth Club in the village and requests whether the Parish Council is the correct body to contact.

All present agreed to reply that this is outside of the Parish Council remit and the advice is to contact the Scout Group leader and the Youth Services at Bucks County Council. JM

A Street Trading application has been received from Wycombe District Council

The application is to replace the existing consent holder at the Thame Road Lay-by, Thame Road, Longwick. Hot and cold food and refreshments will be provided on Monday to Friday 7.30am.-2.00pm.
Cllr Jane Rogers proposed to approve the application and request that the applicant be responsible for keeping the lay by litter free. Seconded by Cllr Val McPherson. A vote was taken with 5 votes for and 1 abstention therefore the motion was carried.

Resolved: To approve the application and request that the applicant be responsible for keeping the lay by litter free

A draft version on a new Play Strategy for Wycombe District Council 2017-2022 has been received.

The Parish Council is requested to review the strategy and provide comments or questions to W.D.C. on the form provided by Friday 21st April 2017.

Noted.

A letter has been received regarding the use of the playing field for car parking

The Princes Risborough Music Society are holding their summer concerts and has requested the use of the playing field for car parking on the 29th, 30th June and 1st July 2017 from 6.00pm - 10.30pm
Cllr Jane Rogers proposed to grant permission. Seconded by Cllr Sally Whitworth.

All present agreed

JM

An invitation to attend a planning training course has been received from Bucks & Milton Keynes Association of Local Councils

A course called Demystifying Planning has been scheduled for 22nd May 2017 and will be presented jointly by representatives from Wycombe and Aylesbury Vale District Planning Authorities and will take place at the Green Park Centre in Aston Clinton.

Noted.

An invitation has been received from the Campaign to Protect Rural England to attend a planning roadshow on Saturday 6th May 2017, 11.00am – 2.00pm

On Saturday 6th May 2017, the Campaign to Protect Rural England in Buckinghamshire will be holding its inaugural planning roadshow for Parish and Town Councils. C.P.R.E. will be talking about how local people can best influence planning matters in Buckinghamshire. This is a free event open to parish and town council representatives at Bledlow Village Hall, Chinnor Road, Bledlow, Bucks, and HP27

Cllr Jane Rogers agreed to attend.

JR

An invitation has been received regarding the Centenary of the First World War in Buckinghamshire

The Buckinghamshire Military Museum Trust, The Centre for Buckinghamshire Studies and the Buckinghamshire Lieutenancy has organised a 9th meeting on Saturday 25th March 2017 at Viney House, Aylesbury, HP19 8RN, to update attendees on the activities already being planned to commemorate the centenary of the Great War in Buckinghamshire and Milton Keynes between 2014 and 2019, to ensure co-ordination, to share ideas and to avoid duplication of effort .

Noted.

An email has been received from Wycombe District Council regarding the Information Centre merging with the Bucks County Council Library Service

From 1st April 2017 W.D.C's Information Centres in High Wycombe, Marlow and Princes Risborough will merge with the B.C.C. Library service. Following the successful move of the information centres into their respective town libraries over recent years B.C.C. will now be working in partnership with W.D.C. to deliver Library, council and tourism services. Library opening hours can be found at for more information and opening times please visit <http://old.buckscc.gov.uk/leisure-and-culture/libraries/>
Alternatively visitor information can still be found at www.wycombe.gov.uk/tourism<<http://www.wycombe.gov.uk/tourism>>.

All present agreed to include on the website newsfeed.

JM

An email has been received from the Chilterns Conservation Board regarding their 'Beacons of the Past' project

The Heritage Lottery Funded (HLF) 'Beacons of the Past' project is a four-year programme of research, education and conservation activities on hillforts and prehistoric heritage across the Chilterns. The project will include an extensive community engagement programme, resources for schools and volunteering opportunities for local people.

The Parish Council is requested to help support in two ways: -

1) The opportunity to discuss how the C.C.B. might work together with the Parish Council to engage the community

2) A financial contribution to the match-funding element of the project

All present agreed to support the project by including an article in the parish newsletter but the Parish Council is unable to make a financial contribution. **VM**

An invitation has been received to attend a Diversification in the Agricultural Industry event

The event will take place on Thursday the 23rd March 2017 at 7.30am -9.30am at Green Dragon Eco Farm Claydon Road Hogshaw MK18 3LA.

Noted.

An email has been received from a resident regarding the council tax for 2017/2018

The resident has asked for an explanation as to why the precept for the Parish has increased by approximately 20%.

All present agreed to reply that the increase equates to an increase of 12 ½ pence per week for a Band D property and it is due to the cost of the Neighbourhood Plan. Also to invite the resident to the Annual Parish Meeting on the 18th April 2017 to discuss the matter further with the Councillors. **JM**

An email has been received to request the use of the playing field for a bouncy castle

Permission is requested to place a bouncy castle on the playing field on the 15th April 2017.

All present agreed to grant permission subject to the Parish Council receiving a copy of the Risk Assessment, Public Liability Insurance and the playing field regulations policy signed. **JM**

A letter has been received from EON regarding the electricity supply at the playing field

EON has been advised by the Trustees of the Longwick Sports Club that the electricity supply has been transferred to the Parish Council. The Clerk is requested to contact the Trustees and EON to obtain the annual running costs. **JM**

Risborough Rangers Junior Football Club has requested access to the playing field

The football club would like access to the playing field to enable the marking out of the football pitch.

Cllr Val McPherson agreed to liaise with the football club to arrange access. **VM**

A letter has been received from Croudace Homes regarding the outline planning permission granted under Ref. No. 15/08455/OUT

Croudace Homes are preparing their proposals before submitting a Reserved Matters application which will finalise the details of the 43 dwellings and would welcome the Parish Council's thoughts.

All present agreed for the Clerk to arrange an informal meeting to discuss the proposals. **JM**

9. REPORT ON THE RESIDENTS FUNDRAISING FOR PLAY EQUIPMENT FOR THE CHILDREN'S PLAY AREA

Cllr Sally Whitworth reported that the residents held a bingo evening and have raised a further £ 239.60 and they are investigating ideas for suitable equipment.

10. REPORT ON THE NEIGHBOURHOOD PLAN

Cllr Val McPherson updated the members that the Neighbourhood Plan could not progress until advice had been received from Wycombe District Council following the publication of the Government White Paper on housing and how it affects the Local Plan and the draft Neighbourhood Plan.

11. REVIEW OF THE PARISH COUNCIL INSURANCE POLICY AND APPROVAL OF ANY AMENDMENTS

Cllr Jane Rogers proposed to accept the renewal quote but to increase the insurance cover by £4000 to cover the garage to be transferred from the Trustees of the Longwick Sports Club. Seconded by Cllr Sally Whitworth. All present agreed

Resolved: To increase the insurance cover by £4000 to cover the garage to be transferred from the Trustees of the Longwick Sports Club.

12. PLANNING APPLICATIONS

A/To consider New Planning Applications

16/08471/FUL

Address: Owlswick Barn Owlswick Buckinghamshire HP27 9RH

Proposal: : Demolition of existing lean-to, concrete frame barn and store and conversion of remaining dutch barn to 4 bed dwellinghouse with associated boundary wall, gate and landscaping
The Longwick-cum-Ilmer Parish Council objects to this application. The proposed dwelling, by virtue of its design, appearance, scale and proportion, does not reflect the local rural context, the character and appearance of the surrounding area. As such the conversion does not achieve a high standard of design and is detrimental to the character and appearance of the surrounding rural area.

17/05474/FUL

Address: The Old Stable Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Erection of a stable building and tack room (retrospective)

The applicants were fully aware of the need to apply for planning permission, within this conservation area, for a stable block and ménage (granted under reference number 15/05921/FUL June 2015) which makes it all the more inexplicable that planning permission has not been sought for further development. Following complaints from a number of residents, it now transpires that the public footpath sign at the entrance to the shared drive has disappeared, a gate leading into the footpath 21c is chained and padlocked shut and electric fencing crosses the footpath within the applicant's grounds. This combination of factors leads the Parish Council to recommend most strongly that the application be declined, at least until these matters are resolved. This disregard of planning matters and deliberate breach of footpath access persuades the Longwick-cum-Ilmer Parish Council to object most strongly to this application.

17/05621/FUL

Address: Meadle Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for creation of new driveway crossing and closing off of existing driveway

The Longwick-cum-Ilmer Parish Council has no objections

17/05621/LBC

Address: Meadle Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for creation of new driveway crossing and closing off of existing driveway

The Longwick-cum-Ilmer Parish Council has no objections

B/ Notice of Planning Applications Approved

17/05023/FUL *Decision* Application Permitted

Address: Lyndale Stockwell Lane Meadle Buckinghamshire HP17 9UD

Proposal: Householder application for construction of side extension to roof, insertion of 3 x front dormer windows & 1 x rear dormer in connection with additional roofspace. Construction of single storey rear extension & creation of roof terrace over existing flat roofed rear element, removal of existing link between main building and garage to side & erection of front porch- alternative scheme to PP/15/07444/FUL

16/08189/FUL *Decision* Application Permitted

Address: The Old Vicarage Ilmer Lane Ilmer Buckinghamshire HP27 9RA

Proposal: Householder application for construction for single storey rear extension, part single/part two storey front porch extension, single storey front porch extension to new kitchen and fenestration alterations

16/08424/FUL *Decision* Application Permitted
Address: Folly Cottage Ilmer Lane Ilmer Buckinghamshire HP27 9QZ
Proposal: Householder application for construction of single storey rear extensions and new front and rear porches (alternative scheme to pp 16/06994/FUL)

16/08289/FUL *Decision* Application Permitted
Address: 40 Bell Crescent Longwick Buckinghamshire HP27 9SE
Proposal: Householder application for construction of single storey front extension

C/ To receive Notice of Applications Refused
None.

Applications Withdrawn

16/07958/FUL
Address: Land Adjoining, Saddleback Barn, Chadwell Hill Farm, Lower Icknield Way, Longwick, Buckinghamshire, HP27 9RL
Proposal: Erection of single storey round chapel

13. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DECIDE ON FUTURE WEBSITE PROVISION

Cllr Val McPherson proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 decide on future website provision. A vote was taken and **all present agreed.**

14. AGENDA ITEMS FOR THE NEXT MEETING.

To discuss and decide on the preferred candidate to fill the vacancy for a councillor by co-option
To review the Financial regulations

15. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 18th April 2017 in Longwick Village Hall at 8.00pm. and this will be preceded by the Annual Parish Meeting at 7.00pm.
There being no further business to discuss the Meeting closed at 9.10 pm.

Agenda item no 6

April	s/o	April salaries	407.48
April	s/o	BCC Local Government pension scheme	111.24
April	s/o	K Dobson- Risk assessment March	15.50
April	306	St Dunstans Church (Owlswick PCC)	75.00
April	307	St Peters Church (Ilmer PCC)	75.00
April	308	Bledlow PCC(St Michaels Horsenden)	75.00
April	309	Tea at Three	50.00
April	310	McColls stationery	1.29
April	311	Came & Co /Hiscox Ins Co Ltd - 31/3/17-31/3/2018	670.61
April	312	BALC annual subscription 2017/18	205.01
April	313	PK Inprint Ltd - printing newsletter	357.37

INSPECTION 26/03/17

LOCATION: Longwick Playing Field		Defects Yes/No	Category	Level of Risk
Surfaces: Paths	Good			No
Grass	OK			No
Pi Seats	Generally OK			No
Bins	Good			No
Play Area	See separate report			No
Skate Ramp & Shelter	Good			No
Aerial Runway	OK			No
Goal Posts	Good			No
Gate	Good			No
Fencing	OK			No
Boundaries	OK			No
General Comments	Small tree that was down is now gone			

Council inspection report form – play areas

Date 26/03/17

Inspectors name: Keith Dobson

Site inspected: Longwick Play Area

Item or area	Specific item/location	Defects Yes/no	Category
Stability and condition of frames		No	
Fittings and fixings – present and secure?		No	
Guard rails and other safety features		No	
Sharp edges or other protrusions?		No	
Working of moving parts		No	
Swing seats, chains and shackles		No	
Slide surface		No	
Base plate or spring items secure?		No	
Seats		No	
Fencing and gate		No	
Debris (broken glass, litter, etc)		No	
Surfaces (under equipment and elsewhere)		No	
Notice and warning signs – presence and condition		No	

CATEGORY OF DEFECT & RESPONSE TIMES

- Category 1 – Safety defect within 24 hours
- Category 2 – Maintenance defect within 14 days
- Category 3 – Maintenance defect with 26 weeks

LONGWICK MISCELLANEOUS AREAS AND ITEMS

Level of Risk

Ilmer Green	Good			No
Ilmer Bench	Good			No
Longwick shop notice board	Good			No
Longwick War Memorial	Wreaths still present			No
Owlswick Chapel Bench	OK			No

Agenda Item No 13

17/05825/FUL Bumpers Farm Ilmer