

**LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON
TUESDAY 20th SEPTEMBER 2016 AT 7.30 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Cllr Mrs Valerie McPherson BEM (Chairman)
Cllrs. Ian Walker, Jane Rogers, Sally Whitworth, Rolf van Apeldoorn and Brian Richards
Clerk Susanne Griffiths
Deputy Clerk Jayne Mylchreest
5 members of the public

1. WELCOME AND APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The Minutes of the previous meeting of the Parish Council on the 16th August 2016 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.

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

None.

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

Cllr. Bill Bendyshe-Brown was unable to attend but sent the following report-

1. The request for 2 additional VASs, one in Chestnut Way and the other in Thame Road near to the Red Lion have not met the criteria for installation based on speed analysis but has asked that they be installed anyway because there is strong local pressure for VASs particularly as both these roads have high volume of pedestrian mothers and toddlers usage going to/from the local school. He is also working on obtaining funding for these VASs.
2. The problems of Wellington House continue. The developer has taken out the grassed area and moved the road sign without consent He attended an on-site meeting with James Tunnard and Karen Smith and they are going to get the Licensing and Rights of Way teams involved to reinstate the areas. The sign is particularly dangerous as it jutting out into the road and the area obstructs the Wellington cottages access.
3. Ilmer Road has had its plane and patching carried out which has been well received by the local population. However, there are some areas which do require additional work but there was insufficient funding remaining to carry this work out therefore it has been agreed with TfB that they will surface dress this road next year which means it will have tar and clippings applied.

6. FINANCE

The income for July and August and the expenditure for August and September 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.

A/ Payments

vat

Aug	s/o	August salaries	337.57		337.57
Aug	s/o	BCC Local Government pension scheme	101.60		101.60
Aug	s/o	PRTC Maintenance duties 5/10	300.00	60.00	360.00
Aug	s/o	K Dobson- Risk assessment July	15.50		15.50
Sep	s/o	September salaries	662.17		662.17
Sep	s/o	BCC Local Government pension scheme	101.60		101.60
Sep	s/o	PRTC Maintenance duties 6/10	300.00	60.00	360.00
Sep	s/o	K Dobson- Risk assessment August	15.50		15.50
Sep	270	Updating website re Neighbourhood Plan	15.00	3.00	18.00
Sep	271	Mileage claim re Neighbourhood Plan meeting	9.45		9.45
Sep	272	Pk Inprint Ltd - printing Newsletter	293.47		293.47
Sep	273	Art & Office - printing re Neighbourhood Plan	7.20		7.20
Sep	274	Shoosmiths LLP - legal advice re Neighbourhood Plan	600.00	120.00	720.00
Sep	275	Shoosmiths LLP - legal advice re Neighbourhood Plan	650.00	130.00	780.00
Sep	276	TBS Hygiene Ltd - June	93.60	18.72	112.32
Sep	277	The Princes Risborough Centre Ltd - August extraordinary meeting	11.00		11.00
Sep	278	PRTC - Maintenance Duties 12/8/2016	260.00	52.00	312.00
Sep	279	Mazars LLP - Annual audit year ended 31/3/2016	200.00	40.00	240.00
Sep	280	HMRC - paye Jly Aug Sep	117.60		117.60
Sep	281	Streetscape (Products & Services Ltd) - post installation inspection	380.00	76.00	456.00
Sep	282	Streetscape (Products & Services Ltd) - safety surfacing new equipment	3,385.00	677.00	4062.00
Sep	283	Streetscape (Products & Services Ltd) - new play equipment	11,780.00	2,356.00	14136.00
Sep	284	Poppy appeal Orders - wreath for Remembrance Day Service	18.50		18.50

B/ Receipts –£9000.00 Tesco Bags of Help Grant

C/ Bank Balance £ 25,533.99 (allowing for the above cheques).

7. CAPITAL ITEMS AND COMMUNITY FACILITIES

A. Playing Field

There were no medium or high risk issues highlighted in the Risk Inspection Report for July and August 2016.

A crack in the surface of the skateboard ramp has been highlighted as low risk issue. Three quotations have been requested and all declined to provide a quotation. A fourth company has since been contacted.

All present agreed for Cllr Sally Whitworth to contact a contractor to cut the playing field hedge **SW**

B. Children's play area

There were no medium or high risk issues highlighted in the Risk Inspection Report for July and August 2016.

The new play equipment has now been installed and a post installation report has been received.

All present agreed to revisit replacing the gate to the play area at the Estimates meeting in November.

8. CORRESPONDENCE

An email has been received from the Toolshed regarding working in the community Toolshed offer an

18 week full time course for 16- 24 year olds in multi - trade construction skills. To help the students with the course they are looking at doing work within the community. The offer is to paint any community/village halls in the parish. The labour is free but materials have to be provided.

All present agreed for Cllr Jane Rogers to forward the email to the Village Hall Management Committee

JR

An email has been received from the Chilterns Conservation Board regarding Lost Rights of Way
The Chilterns Conservation Board are concerned that it will no longer be possible to use documentary evidence to claim 'lost rights-of-ways' and is asking for volunteers to check maps, walk paths, do research ,interview local people and get new links approved.

All present agreed for Cllr Val McPherson to include the request for volunteers in the Parish Newsletter.

VM

An email has been received from the Wycombe District Council regarding a Play Strategy questionnaire

W.D.C is in the process of consulting with key stakeholders in relation to the drafting of a new Play Strategy for the District. The Parish Council is requested to complete a questionnaire which asks for opinions on the direction, aims and outcomes of the future play strategy to ensure that W.D.C obtain the right balance of priorities to enhance play and play facilities across the District for all children and young people. The Councillors provided the information to enable the Clerk to respond accordingly.

JM

An email has been received from Bucks County Council following the Community Infrastructure Levy and Section 106 Agreements workshops

The Parish Council is requested to highlight their current infrastructure priorities i.e. traffic calming at junctions or speeding.

Noted.

An email has been received from Wycombe District Council regarding the Bledlow-cum-Saunderton Parish Council proposed neighbourhood plan

This Bledlow-cum-Saunderton Parish Council has submitted a proposed neighbourhood plan for formal consultation.Consultation on the plan will take place between Monday 12 September and Tuesday 25 October 2016. All the documents can be downloaded at :

www.wycombe.gov.uk/haveyoursay

Hard copies of the plan and supporting documents are also available at:

Wycombe District Council offices in Queen Victoria Road, High Wycombe, HP11 1BB

Princes Risborough Town Council offices, the Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP

High Wycombe library, Eden Shopping Centre, 5 Eden Place, High Wycombe HP11 2DH

Princes Risborough library, Bell Street, HP27 0AA .

Representations on the proposed plan should be submitted before midnight on the last day of the consultation period, which is Tuesday 25 October 2016.

Noted.

The revised draft Horsenden Conservation Area Character Appraisal has been received from Wycombe District Council

Following publication of the draft revised Horsenden Conservation Area Appraisal, 6 weeks will be allowed for public consultation Copies of the draft will be available on the W.D.C. website and local public facilities. Following the completion of the consultation period and the revision of the document to take into account of public responses, the Conservation Area Appraisal will be formally adopted by W.D.C. The amended document will then be published .Comments to be submitted by the 1st November.

ALL

9. UPDATE ON THE TESCO GRANT PLAYGROUND EQUIPMENT

Cllr Sally Whitworth reported that the new playground equipment has now been installed without any problems. The project took 4 days to complete with little disruption and has been well received. The post installation inspection report has been received and no remedial maintenance work is required.

10. HAND RAIL AT FOOTPATH NO 4

Cllr Rolf van Apeldoorn proposed that a handrail is placed by the stream crossing to the top of the bank. The Clerk is requested to contact the Rights of Way team to request a handrail be purchased for the footpath and to clear the corrugated iron that is causing an obstruction. **JM**

11. LIMITING THE ACCESS TO THE PLAYING FIELD

Cllr Val McPherson proposed to give permission to the Sports Club to have access to the playing field. Seconded by Cllr Sally Whitworth. All present agreed.

Resolved: To give permission to the Sports Club to have access to the playing field. **VM**

12. WITHDRAWING PERMISSION TO USE THE PLAYING FIELD IF THE REQUIRED PAPERWORK IS NOT IN ORDER AT LEAST 36 HOURS BEFORE AN EVENT.

Cllr Brian Richards proposed that the Parish Council adopt a policy that withdraws permission to use the playing field if the required paperwork is not received by the Clerk at least 36 hours before an event. Seconded by Cllr Sally Whitworth. All present agreed.

Resolved: A policy that withdraws permission to use the playing field if the required paperwork is not received by the Clerk at least 36 hours before an event. **JM**

13. THE AUDITORS REPORT ON THE ANNUAL RETURN

The Auditors Certificate for the Annual Return year ended 31st March 2016 had been received. On the basis of the auditors review, in their opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting the Auditors opinion which is drawn to the attention of the council: The Council has adopted a de-minimis level of £1000 for recognising fixed asset in Section 2. This is a relatively high level for the size of the Council. They recommend that the Council should consider using a lower de-minimis level to ensure that all relevant fixed assets are appropriately in the Annual Return. Cllr Val McPherson proposed to reduce the de-minimis level to £500. Seconded by Cllr Brian Richards. All present agreed.

Resolved: To reduce the de minimis level to £500.00.

14. THE PARISH NEWSLETTER

Cllr Val McPherson proposed to offer a discount of 10% for a full page advertisement and 5% for a half page advertisement to advertisers that commit to advertise in all the newsletters throughout the year. Seconded by Cllr Rolf van Apeldoorn. All present agreed.

Resolved: To offer a discount of 10% for a full page advertisement and 5% for a half page advertisement to advertisers that commit to advertise in the newsletters on an annual basis.

15. RESUBMISSION OF THE NEIGHBOURHOOD PLAN

Cllr Brian Richards proposed to borrow monies not exceeding £ 8000.00 from Wycombe District Council to fund the re-submission of the Neighbourhood Plan. Seconded by Cllr Sally Whitworth. All present agreed.

Resolved: To borrow monies from Wycombe District Council not exceeding £ 8000.00 to fund the re-submission of the Neighbourhood Plan. **BR**

The Councillors are requested to advise the Chairman of their preferred sites for an additional 140 houses. **ALL**

16. LETTER TO WYCOMBE DISTRICT COUNCIL TO REQUEST 25% OF CIL MONIES FROM THE GLADMANS DEVELOPMENT AS THE INTENTION WAS TO SUBMIT A NEIGHBOURHOOD PLAN

Cllr Brian Richards proposed that the Clerk write to W.D.C. to request 25% of the CIL monies from the Gladmans development of 160 houses as the intention was to submit a Neighbourhood Plan when planning permission for this development was granted. Seconded by Cllr Sally Whitworth. All present agreed.

Resolved: To write to W.D.C. to request 25% of the CIL monies from the Gladmans development of 160 houses. **SG**

17. ACTION TO BE TAKEN TO RE SITE THE TWO NOTICE BOARDS FOLLOWING RECEIPT OF PLANNING ADVICE FROM WYCOMBE DISTRICT COUNCIL

A letter has been received from W.D.C. advising the Parish Council that planning permission is required to site two notice boards on the fence at the children's playground that front the same road. Cllr Brian Richards proposed to re site just the Parish Council notice board on the fence at the children's playground. Seconded by Cllr Val McPherson. All present agreed.

Resolved: To re site the Parish notice board on the fence at the children's playground. **JM**

18. PLANNING APPLICATIONS

To consider New Planning Applications

16/07247/FUL

Address: 5 Lower Icknield Way Longwick Buckinghamshire HP27 9RZ

Proposal: Householder application for construction of part two storey, part single storey front/side extension and insertion of 3 x front, 3 x rear and 1 x side roof lights in connection with loft conversion

The Parish Council has no objections

16/07283/FUL

Address: Barn Longwick Mill Lower Icknield Way Longwick Buckinghamshire

Proposal: Conversion and change of use of existing barn to Use Class C3 residential use to create 1 x 4 bed dwelling, associated external alterations, fenestration works and parking

The Parish Council has no objections

16/07515/FUL

Address: West Barn Thame Road Longwick Buckinghamshire HP27 9TA

Proposal: Householder application for insertion of two dormer windows & a velux rooflight to rear, replace ground floor rear window with bi-fold doors & existing utility door with a window & insertion of ground floor front window

The Parish Council has no objections

Notice of Planning Applications Approved

16/06623/FUL *Decision* Application Permitted

Address: Malberet Bar Lane Owlswick Buckinghamshire HP27 9RG

Proposal: Householder application for erection of two storey side extension

16/06787/TPO *Decision* Application Permitted

Address: 5 Woodbine Close Longwick Buckinghamshire HP27 9ES

Proposal: Thin / reduce the canopy of T1 Ash by 15% by removing up to 2 metres of apical and lateral growth, with cuts not exceeding 100mm, crown lift to approximately 4metres from ground level by removing secondary laterals to balance crown.

16/06046/FUL *Decision* Application Permitted
Address: Meadle Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD
Proposal: Householder application for demolition of existing timber framed garage and store and replacement with 4 bay garage with storage in roof

16/06047/LBC *Decision* Application Permitted
Address: Meadle Cottage Meadle Village Road Meadle Buckinghamshire HP17 9UD
Proposal: Listed Building application for demolition of existing timber framed garage and store and replacement with 4 bay garage with storage in roof

16/06941/FUL *Decision* Application Permitted
Address: Upper Manor Farm Ilmer Lane Ilmer Buckinghamshire HP27 9RA
Proposal: Householder application for construction of two/three storey side extension

16/07071/FUL *Decision* Application Permitted
Address: Holly Tree Barn Owlswick Lane Owlswick Buckinghamshire HP27 9RJ
Proposal: Householder application for construction of single storey rear infill extension

TREE PRESERVATION ORDER No 20/2016 WYCOMBE DISTRICT COUNCIL
Trees located on land at Rose Farm Thame Road Longwick HP27 9SW

TREE PRESERVATION ORDER No 22/2016
Trees located within the cartilage of Crownridge Longwick Road Longwick HP27 9RX

To receive Notice of Applications Refused
None.

To receive Notice of Applications Withdrawn
None.

19. AGENDA ITEMS FOR THE NEXT MEETING.

To receive an update on the provision of flower containers at the entrances to the village (Cllrs Val McPherson and Sally Whitworth)

To discuss and decide on whether to obtain quotations for new notice boards to be considered at the estimates meeting in November (Cllr Rolf van Apeldoorn)

20. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC & PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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 to approve the preferred contractor for the dog waste collection. A vote was taken and **all present agreed.**

21. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 18th October 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 9.25pm.