

**LONGWICK-CUM-ILMER PARISH COUNCIL**  
**A MEETING OF THE PARISH COUNCIL WILL BE HELD ON TUESDAY**  
**21<sup>st</sup> JUNE 2016 AT 7.30 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 17<sup>th</sup> May 2016**
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 discuss and decide on a location to re-site the 2 Parish Council notice boards**
10. **To discuss and decide on the preferred project for the Local Area Forum budget application**
11. **To receive a report on the Wycombe District Council Local Plan and decide on any actions to be taken ( Cllr V McPherson )**
12. **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**
13. **Agenda items for the Next Meeting**
14. **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 discuss and decide on the preferred suppliers**
15. **Date of Next Meeting.**

*Susanne Griffiths*

Clerk to the Parish Council  
10<sup>th</sup> June 2016

**DRAFT LONGWICK-CUM-ILMER PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON  
TUESDAY 17th MAY 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 Mrs Susanne Griffiths  
Clerical Assistant Jayne Mylchreest  
4 members of the public

**1. ELECTION OF CHAIRMAN**

Cllr Jane Rogers proposed Cllr Val McPherson. Seconded by Cllr Sally Whitworth.  
**All present agreed.** Cllr Val McPherson was duly elected as Chairman.

**2. DECLARATION OF ACCEPTANCE OF CHAIRMAN**

The Acceptance of Office was signed by Cllr Val McPherson.

**3. APOLOGIES FOR ABSENCE**

No apologies were received.

**4. ELECTION OF VICE CHAIRMAN**

Cllr Sally Whitworth proposed Cllr Brian Richards. Seconded by Cllr Ian Walker.  
**All present agreed.** Cllr Brian Richards was duly elected as Vice Chairman.

**5. MINUTES**

The Minutes of the previous meeting of the Parish Council on the 19<sup>th</sup> April 2016 having been circulated were approved by the Meeting and signed by the Chairman

**6. 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.

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

Cllr. Bill Bendyshe-Brown reported on the following:-

- Fly tipping in Owlswick
- An application has been sent to the Local Area Forum for consideration of the Vehicle Activation Signs on Thame Road and Chestnut Way
- Ilmer Road is in the programme to be resurfaced
- The damaged fencing by the Scout Hut is to be repaired although not owned by B.C.C.
- Two presentations by the Brexit and Remain campaigns to be held in Princes Risborough on the 20<sup>th</sup> at The Community Centre and the 27<sup>th</sup> May at the Elim Church.
- A street party in Princes Risborough on the 11<sup>th</sup> June 2016 to celebrate the Queen's 90<sup>th</sup> Birthday

## 8. NOMINATIONS FOR COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

It was **agreed** that nominations for representatives on outside bodies is to be as follows: -  
N.W. Chilterns Local Plan Area Forum – Cllr Jane Rogers  
WDALC – Cllr Ian Walker

## 9. MATTERS ARISING FROM LAST MEETING NOT OTHERWISE ON THE AGENDA

None.

## 10. FINANCE

### A/ Payments

				vat	
May	s/o	May salaries	321.97		321.97
May	s/o	BCC Local Government pension scheme	101.60		101.60
May	s/o	PRTC Maintenance duties 2/10	300.00	60.00	360.00
May	s/o	K Dobson- Risk assessment April	15.50		15.50
May	254	D Timms Internal Audit fee year 2015/16	25.00		25.00
May	255	PRTC - grass cutting for April	280.00	56.00	336.00
May	256	BALC - Annual Subscription 2016/17	197.20		197.20

B/ Receipts - HMRC vat repayment £ 2,877.13 WDC 11, 654.89

C/ Bank Balance £31, 239.58 (allowing for the above cheques).

The income for April and the expenditure for May 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.

## 11. CAPITAL ITEMS AND COMMUNITY FACILITIES

### A. Playing Field

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

### B. Children's play area

The report for April 2016 highlighted a medium risk issue concerning the gate. As a medium risk has to be actioned within 14 days, quotations have been obtained to replace the gate. Cllr Val McPherson proposed the wooden gate with a self-closing mechanism costing £103.91 + vat. A vote was taken with 4 votes for the motion and 2 against, therefore the motion was carried. The Clerk is requested to issue a work order. **JM**

## 12. CORRESPONDENCE

Letters have been received from the following thanking the Parish Council for their various grants:-

St Peter's Church Ilmer

St Dunstan's Church

### **Noted**

An invitation has been received from Wycombe District Council

Parish Council Chairmen and Councillors are invited to an Insurance, Risk Assessments and Health and Safety Training Event on 19<sup>th</sup> May 2016. **Noted.**

A letter has been received from W.D.C. regarding a Street Trading Application

An application has been received to site and trade a hot and cold food and soft drinks at the Layby B4009 Lower Icknield Way Longwick. **All present agreed** to send the following comment: - The Longwick Parish Council requests that the applicant is to be responsible for keeping the layby litter free. **JM**

An email has been received from an architect regarding removing signage

An email has been received requesting the Parish Council to re-site the 2 notice boards on the grass verge to enable a planning application that has been granted to progress. The owner has agreed to pay the costs involved. **All present agreed in principle** to the request and to defer the decision until the next meeting to enable the members to consider an alternative site for the Notice boards. **ALL/JM**

An invitation to join The Centenary Fields Programme

The programme aims to protect the war memorial parks and playing fields given in memory of those that lost their lives, or other green spaces that have an existing or planned link to World War 1. **Noted.**

An email has been received from Bucks County Council regarding the Local Area Forum Budget.

A guide has been received to complete the application form by the 31<sup>st</sup> August 2016 for a local area and Transport for Bucks County Council project. **All present agreed** to defer to the next meeting to enable the members to consider their preferred project. **ALL/JM**

An email has been received from the Cricket Club regarding access to the playing field

The Cricket Club has requested the code to the padlock to open the gate to the playing field . A decision was made at the Parish Council meeting in February 2016 to limit the vehicle access to the playing field by changing the code. The Clerk is requested to contact the Cricket Club to remind them to give adequate notice to ensure that a key holder is available. **JM**

### **13. REVIEW OF THE TREE SURVEY**

Cllrs Ian Walker and Rolf van Apeldoorn advised the members that they had produced a plan which identified and numbered the trees in the playing field, which would be circulated to the other members. The working Group recommended that the ivy on some trees be removed and tree Number 16 be monitored as it is leaning at a 45 degree angle.

### **14. THE PROVISION OF FLOWER CONTAINERS AT THE ENTRANCES TO THE VILLAGE**

Cllr Val McPherson informed the members that a local company has offered to provide the containers free of charge, to be in place for the autumn / winter planting. Another local company will donate the flowers/bulbs.

### **15. . THE INTERNAL AUDITORS REPORT FOR THE YEAR 2015/16**

The Clerk presented a letter from the Internal Auditor to confirm that the 2015/16 internal audit has been completed and all was in order.

### **16. THE ACCOUNTS FOR THE YEAR 2015/16 AND THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN**

The Clerk presented the Annual Return of Account for the year 2015/16 for approval by the Parish Council. The Parish Council having examined the accounts found them to be in order.

The Chairman read the Governance Statement to the meeting. **All present agreed** to approve the accounts for the year 2015/2016 and for the Chairman to sign the Annual Governance Statement of the annual audit return. **All present**

#### **17. THE SIGNATORIES FOR 2016/17 TO SIGN CHEQUES ON BEHALF OF THE PARISH COUNCIL**

The Clerk advised that two signatories were required for each transaction.

**RESOLVED:** To agree the four existing Councillors as signatories for 2015/16 to sign cheques on behalf of the Council:

#### **18. PARISH COUNCIL POLICY FOR CARS TO PARK ON THE PLAYING FIELD**

Concerns were expressed about the damage caused to the playing field from vehicles parking on it. **All present agreed** that the Parish Council will in future require requests to be made direct to the Parish Council and not through the Village Hall Management Committee so that each request can be considered on an individual basis and any further information obtained.

#### **19. ADVERTISEMENTS FOR THE NEXT EDITION OF THE NEWSLETTER**

**All present agreed** to accept requests for advertising from the Aylesbury Vale Natural Burial Ground and The Princes Centre Princes Risborough. **JM**

#### **20. PLANNING APPLICATIONS**

To consider New Planning Applications

##### **16/06086/CTREE**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Selectively reduce and fell trees on site as set out in enclosed schedule. **The Parish Council will abide by the decision of the Arboriculturalist.**

##### **16/06109/FUL**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Householder application for replacement lean to, internal insulation of walls, insertion of doorway, installation of slim light double glazing, removal of modern privy, replacement of dining room door, replacement tiled floor, removal of modern stud partitions and relocation of bathroom. **The Parish Council has no comments.**

##### **16/06110/LBC**

**Address:** Dock Farm Meadle Village Road Meadle Buckinghamshire HP17 9UD

**Proposal:** Listed building application for replacement lean to, internal insulation of walls, insertion of doorway, installation of slim light double glazing, removal of modern privy, replacement of dining room door, replacement tiled floor, removal of modern stud partitions and relocation of bathroom. **The Parish Council has no comments.**

##### **16/06084/FUL**

**Address:** Chiltern Chestnut Way Longwick Buckinghamshire HP27 9SD

**Proposal:** Householder application for construction of single storey front and rear extensions and associated external alterations (Alternative scheme to PP/15/06587/FUL). **The Parish Council has no objections.**

16/06046/FUL

**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. **The Parish Council has no objections.**

Notice of Planning Applications Approved

16/05611/FUL      *Decision*      Application Permitted

**Address:** OS Parcel 8955 Askett Village Lane Askett Buckinghamshire

**Proposal:** Erection of 2 x chicken sheds, 1 x chattel and 1 x workshop in connection with the agricultural use of the land (retrospective)

To receive Notice of Applications Refused

None

To receive Notice of Applications Withdrawn

None.

To receive Notice of Appeals in Progress

None

**21. AGENDA ITEMS FOR THE NEXT MEETING.**

To discuss and decide on a location to re-site the 2 Parish Council notice boards

To discuss and decide the preferred project for the Local Area Forum Application

**22. 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 discuss and decide on the preferred supplier for the playground equipment. A vote was taken and **all present agreed.**

**23. NEXT MEETING**

The next meeting of the Parish Council will take place on Tuesday 21st June 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 9.35 pm.

Chairman.....

Date.....**Page 890**

# Agenda Item No 6

## VAT

June	s/o	June salaries	321.97		321.97
June	s/o	BCC Local Government pension scheme	101.60		101.60
June	s/o	PRTC Maintenance duties 3/10	300.00	60.00	360.00
June	s/o	K Dobson- Risk assessment May	15.50		15.50
June	257	Manor Estates - weed and feed treatment	276.00	55.20	331.20
June	258	HMRC - paye	453.80		453.80
June	259	PRTC - weed spraying	80.00	16.00	96.00

**INSPECTION 27/05/16**

**LOCATION: Longwick Playing Field**

**Defects  
Yes/No**

**Category**

**Level  
of Risk**

		<b>Defects Yes/No</b>	<b>Category</b>	<b>Level of Risk</b>
<b>Surfaces: Paths</b>	Good			<b>No</b>
<b>Grass</b>	OK			<b>No</b>
<b>Pi Seats</b>	Generally OK			<b>No</b>
<b>Bins</b>	Good			<b>No</b>
<b>Play Area</b>	See separate report	<b>Yes</b>	<b>3</b>	<b>Low</b>
<b>Skate Ramp &amp; Shelter</b>	Large crack on concrete surface, may benefit from some preventative work - no change	<b>Yes</b>	<b>3</b>	<b>Low</b>
<b>Aerial Runway</b>	OK			<b>No</b>
<b>Goal Posts</b>	Good			<b>No</b>
<b>Gate</b>	Broken, may need welding or replacing. Replacement awaited	<b>Yes</b>	<b>3</b>	<b>Low</b>
<b>Fencing</b>	Good			<b>No</b>
<b>Boundaries</b>	OK			<b>No</b>
<b>General Comments</b>				



**LONGWICK MISCELLANEOUS AREAS AND ITEMS**

**Level of Risk**

<b>Ilmer Green</b>	Good			<b>No</b>
<b>Ilmer Bench</b>	Good			<b>No</b>
<b>Longwick shop notice board</b>	Good			<b>No</b>
<b>Longwick War Memorial</b>	OK			<b>No</b>
<b>Owlswick Chapel Bench</b>	OK			<b>No</b>

# Council inspection report form – play areas

Date 27/05/16

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	Gate broken, see main sheet – temporary repair done	Yes	3
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

The school bus from Meadle – (route is Ilmer, Longwick, Owlswick, Meadle, Kimble, Marsh, Bishopstone, all Aylesbury Grammar Schools) seems to falling between the cracks.

We have had letter from Bucks County Council saying that they will no longer offer tickets on this bus because it is operated as a local public bus service, rather than a dedicated school bus. Z&S Transport operate the bus. They say that it is not a public bus route. It is not advertised anywhere on Z&S Transport's web pages or on [www.travelinessouth-east.org.uk](http://www.travelinessouth-east.org.uk) (where the council say local bus services are listed). It only runs to and from the school in term time and is clearly a dedicated school bus. I have spoken to Amey Client Transport but they are adamant that it is a public bus route.

I understand that due to the tightening of the rules regarding which school bus journeys the council will provide a free bus journey they will have no free bus places on this route. I don't mind paying the bus company directly. But if the council wash their hands of this route then no-one will know it exists and it will become financially unviable for the bus company to run it. New parents will not know it exists and all parents in the villages it serves will be forced to drive into Aylesbury – against the council's own stated aims of discouraging parents to drive their children to school due to the road congestion this creates.

Amey Client Transport have just written to us a second time saying the Meadle route is local public bus service. Their website is still showing the route and saying that they accept paid for applications on the route which doesn't tie in with their letter.

Can you raise this with the parish council as I am worried about losing our school bus?

Dear Sir / Madam,

As required by the Neighbourhood Planning (General) Regulations 2012, Bledlow-cum-Saunderton Parish Council is undertaking pre-submission consultation on its Neighbourhood Plan. As a Statutory Consultee, we are seeking your views.

The Pre-Submission Version of the Plan ("Plan") was approved by the Parish Council on 2<sup>nd</sup> June 2016 and will undergo consultation for a period of six weeks, from 8<sup>th</sup> June to 20<sup>th</sup> July 2016 (5.00pm) inclusive.

From 8<sup>th</sup> June 2016 the Plan will be available online at [www.bledlow-cum-saundertonparishcouncil.org.uk](http://www.bledlow-cum-saundertonparishcouncil.org.uk).

We kindly request that your organisation reviews the Plan and lets us have any comments by return e-mail before the end of the consultation period.

Yours sincerely

Jocelyn

Jocelyn Cay  
Clerk  
Bledlow-cum-Saunderton Parish Council

31 MAY 2016

**PRINCES RISBOROUGH MUSIC SOCIETY**

**President: Adrian Thompson**

E

26 May 2016

Mrs Susanne Griffiths  
Clerk to the Council  
The Princes Centre,  
Clifford Road,  
Princes Risborough,  
Bucks  
HP27 0DP

Sue

REF: USE OF LONGWICK VILLAGE HALL AND PLAYING FIELD.

For many years we have held very successful concerts at Longwick Village Hall at this time of year. Our concert this year is on Thurs 30 June, Fri 1 and Sat 2 July, with the dress rehearsal on Weds 29 June. We require access to the field for parking and the Village Hall from 6.30pm to 10.30 pm each evening.

Please advise from where we can obtain a key to the grounds. I understand we collect a key to the Hall from Mrs Linda Lawrence, 1 Ash Cottages. Mr David Griggs will collect the key each evening.

Best wishes

*Brenda Willett*

Brenda Willett  
(Hon Secretary  
Princes Risborough Music Society)

Dear Local Area Forum members,

As you know, the Local Area Forum will begin to discuss possible projects and activities to support in 2017/18 during the autumn round of meetings.

We are keen to support LAFs to make the best use of the available funding, and to provide LAF members with sufficient information and time to consider the options available.

### **Transport Related Schemes**

For schemes to be delivered by TfB, we need all proposals to be submitted by **31 August 2016**. This will enable us to ensure their suitability and then for TfB to have time to fully cost all schemes, and also to work with each relevant local council to clarify full scheme costs and to ensure that proposals given to LAFs are precisely those desired by the town or parish council.

This year, all TfB related proposals will need to be submitted using the TfB schemes application form, which is available here, at the bottom of the page: <http://www.buckscc.gov.uk/community/local-areas/area-plans-and-local-working/local-area-plans/funding/> . Please ensure that you complete the form as fully as you can; do contact us if you have any queries.

A minimum 50% match funding contribution from a source other than the County Council is required for the following types of schemes, which are not a priority for the County Council's transport budget:

- Traffic calming schemes, including permanent and mobile Vehicle Access Signs
- Parking schemes

### **Non-TfB Schemes**

A separate form is provided on the same page for non-TfB schemes. Non-TfB schemes need to be submitted by **Monday 14 November**.

Please remember that local area budget projects must address a local area priority and a County Council priority. Do contact us with any thoughts or suggestions before filling a form in, to check what plans may already be in place for your area.

I have also attached for your information and help the most recent guide to funding for Buckinghamshire organisations.

Finally, please send all messages, replies and forms to us via [localities@buckscc.gov.uk](mailto:localities@buckscc.gov.uk) to ensure the quickest response,

Kind regards,

Paul

**16/06375/FUL**

**Address:** Land To North & Rear of The Old Pigeons Thame Road Longwick  
Buckinghamshire HP27 9SU

**Proposal:** Erection of two storey 5-bed detached dwelling with associated vehicular access  
and parking