

**LONGWICK-CUM-ILMER PARISH COUNCIL
THE MEETING OF THE PARISH COUNCIL WILL BE HELD
ON TUESDAY 15th MARCH 2016 AT 7.30 PM IN LONGWICK VILLAGE HALL
YOU ARE SUMMONED TO ATTEND**

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 24th February 2016

3. Declarations of Interest - Members are asked to declare any personal 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 the last Meeting 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 approve accounts for payment in accordance with the budget (see attached)

7. To receive reports on the Roads, Verges and Rights of Way in the Parish

8. Capital Items and Community Facilities (see attached)

A. Playing Field

B. Children's Play Area

9. To consider and decide on a response to correspondence received by the Parish Council (see attached)

10. To receive a report from the Steering Group on the Neighbourhood Plan (Cllr Val Mcpherson)

11. To receive a report from the Play equipment Working Group (Cllr Sally Whitworth)

12. To consider introducing a Grant Policy and Application Form

13. To discuss and decide on the future appointment of auditors by the Smaller Authorities Audit organisation as set up for the Local Sector (see attached)

14. To agree on a response to the Princes Risborough Town Plan Draft Plan Consultation Document

15. To review the Tree Survey and decide on any actions to be taken

16 To review the Financial Regulations

17. To discuss and decide on the provision of flower containers at the entrances to the village and the Thame Road roundabout (Cllrs Val McPherson and Cllr Sally Whitworth)

18. Planning Applications (see attached)

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

19. Agenda items for the Next Meeting

20. Date of Next Meeting.



Susanne Griffiths
Clerk to the Parish Council.
10th March 2016

**DRAFT LONGWICK-CUM-ILMER PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON
WEDNESDAY 24TH FEBRUARY 2016 AT 7.30 PM
IN LONGWICK VILLAGE HALL**

PRESENT

Cllr Mrs Valerie McPherson BEM (Chairman)

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

Deputy Clerk Jayne Mylchreest

6 members of the public

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. MINUTES

The Minutes of the previous meeting of the Parish Council on the 16th February 2016 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal 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. ACTION TO BE TAKEN FOLLOWING THE RECEIPT OF THE
NEIGHBOURHOOD PLAN EXAMINER'S REPORT AND A REPORT FROM
WYCOMBE DISTRICT COUNCIL ON ITS IMPLICATIONS.**

The Examiner's Report has been received by the Wycombe District Council and The Parish Council. It was the Examiner's view that in order to meet the Basic Conditions, alterations to the Neighbourhood Plan were required. It is Wycombe District Council's view that if those recommendations were accepted the Plan would not achieve sustainable development. Under the regulatory powers there are four options for proceeding with the Neighbourhood Plan.

1. Make the recommendations as set out by the Examiner's Report and proceed to referendum. W.D.C. considers the Plan no longer achieves its aims to provide for sustainable development and therefore would not recommend this option.

2. W.D.C. refuse the Examiner's Report, setting out why it fails to meet the Basic Conditions. This is considered difficult. There would need to be very strong grounds to go against an Examiner's recommendations. Any decision could be subject to a legal challenge.

3. Rewrite the policies, re-consult and submit the Plan for examination again. This would add further costs to an already expensive exercise. It would not be significantly in advance of the district wide Local Plan and therefore of questionable merit. This option is not recommended.

4. The Parish Council to withdraw the plan. This would be the most appropriate option. This would mean the Examiner's Report would not hold any material weight in the decision process for assessing planning applications. Planning applications would continue to be assessed against Development Plan policies set out in the 2004 Local Plan and 2008 Core

Strategy; and also against the National Planning Policy Framework, along with other material considerations in accordance with Section 38(b) of the 2004 Act. As policies evolve for the new Local Plan, policies from the Longwick Neighbourhood Plan can be incorporated as far as possible.

Cllr Brian Richards proposed to adopt option 4. Seconded by Cllr Sally Whittworth. **All present agreed.**

All present agreed to arrange an Open Forum public meeting before the next Parish Council meeting on the 15th March 2016 to explain the decision taken. Date to be confirmed. Cllr Graham Walters agreed to contact the W.D.C. officers to invite them to the meeting. Cllr Graham Walters agreed to write the text for a newsletter to be distributed to all the households of the Parish and to be published on the website to advertise the meeting. **GW**

5. COMMENTS TO SUBMIT TO WYCOMBE DISTRICT COUNCIL CONCERNING THE PLANNING APPLICATION 15/08455/OUT

Address: OS Parcels 6232 & 7428 Thame Road Longwick Buckinghamshire

Proposal: Outline application (Including details of access only) for erection of up to 43 dwellings with vehicular access from Thame Road, public open space and landscaping.

The Parish Council objects to this application for the following reasons:

- (1) The proposed development would only have limited access by non-car modes of travel, in the absence of a co-ordinated approach to the provision of a peak-time bus service and cycle routes to Princes Risborough and its railway station. Residents would be likely to be reliant on the use of the private car.**
- (2) The development would fall outside of the existing settlement boundary and there is no planned approach to develop outside this at this time.**
- (3) Longwick is in danger of being overrun with planning applications, without a co-ordinated approach to develop other relevant infrastructure improvements such as new road junctions.**
- (4) Concerns for the effects on existing residents of flooding and for the capacity of waste water infrastructure.**
- (5) The Parish Council would prefer noise mitigation at source for the nearby pet hotel, to be funded by the developer, if the District Council is minded to approve the application. This is to support the existing business - the Parish Council considers it should not be put under any threat by any new housing scheme permitted.**

6. NEXT MEETING

The next meeting of the Parish Council will take place on Tuesday 15^h March 2016 in Longwick Village Hall at 7.30 pm. There being no further business to discuss the Meeting closed at 8.35pm.

29 FEB 2016

Matters Arising

Planning & Sustainability

Agenda 4

Penelope Tollitt – Head of Planning & Sustainability

For information



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Longwick-cum-Ilmer Parish Council
FAO Mrs Susanne Griffiths
C/o The Princes Centre
Clifford Road
Princes Risborough
Buckinghamshire
HP27 0DP

Your Ref:
Our Ref: SCLARK/16/05175/CTREE
Enquiries to: Sally Clark
Direct Line: 01494 421927
Fax No: 01494 421108
Email: Sally_Clark@wycombe.gov.uk
Minicom No: (01494) 413131
Date: 24.02.2016

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION ORDER) REGULATIONS
1999 (as amended)
NOTIFICATION OF WORKS TO TREES IN CONSERVATION AREAS**

**AT: Pond Adjacent Ilmer Meadow
Ilmer Lane
Ilmer
Buckinghamshire**

APPLICATION FOR: Pollard Willows T1-T7

I refer to your notification of the above, received on 22.01.2016 and would advise you that in this instance, the Local Planning Authority has decided not to make a Tree Preservation Order and there are no reasons under Town Planning legislation why the proposed works cannot proceed

It must be made clear, however, that this decision is only in respect of the works notified to the Authority as set out above. If you are proposing any further works you must again notify the Council of your intentions.



Payments for March 2016 Agenda Item 6

March	s/o	March salaries	420.48		420.48
March	s/o	BCC Local Government pension scheme	97.68		97.68
March	s/o	K Dobson Feb - <i>Risk Assessment</i>	15.30		15.30
March	238	Hall hire for Extraordinary Meeting of the Parish Council 24/2/2016	20.00		20.00
March	239	HMRC- paye Jan Feb Mch	102.80		102.80
March	240	Four Seasons Tree Care/remainder of work highlighted in the Tree Survey	599.00	119.80	718.80

INSPECTION 20/02/16

LOCATION: Longwick Playing Field

**Defects
Yes/No**

Category

**Level
of Risk**

		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	Yes	2	Medium
Skate Ramp & Shelter	OK			No
Aerial Runway	OK			No
Goal Posts	Good			No
Gate	OK			No
Fencing	Middle section almost fallen over – no change	Yes	3	Low
Boundaries	OK			No
General Comments				

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	OK			No
Owlswick Chapel Bench	OK			No

Council inspection report form – play areas

Date 20/02/16

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	Middle bench in play area has snapped seat and support struts – no change	Yes	2
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



Wycombe District Council

Agenda 9

From the Chairman's Room
Tel: 01494 421951
E-mail: rachel_mozley@wycombe.gov.uk
chairman@wycombe.gov.uk

Chairman - Cllr Ian McEnnis
Vice Chairman: Cllr Mahboob Hussain (Bhatti) JP
E-mail: chairman@wycombe.gov.uk
ian_mcennis@wycombe.gov.uk

18 February 2016

Dear Guest

WDC CHAIRMAN'S ANNUAL RECEPTION – 30 MARCH 2016

I am pleased to enclose your invitation to the above event and hope that you & your guest will be able to attend.

As the invitation does not include the name of your chosen guest, please provide this, together with their title, when responding as there will be a receiving line in addition to name badges.

I am sure you will appreciate that if we do not receive a response from you by close of play on Wednesday 16 March we will take this to mean that you will not be attending.

Limited parking is available on site. Alternatively parking is available at the District Council office carpark on Easton Street or in the Wycombe Swan, both of which are a short walk away from Wycombe Abbey grounds.

Yours faithfully

Ian McEnnis
Chairman

Enc

Please note that Wycombe Abbey School is a smoke free zone so No Smoking will be allowed anywhere on the premises

Dear Colleague.

EXTERNAL AUDIT FOR SMALLER AUTHORITIES

Further to my letter of 18 December 2015, I am writing to give you some more detailed information to help your authority to decide whether or not to opt out of the external audit arrangements that Smaller Authorities' Audit Appointments Limited (SAAA) is putting in place. These arrangements will take effect from 1 April 2017.

As stated in my earlier letter, the deadline for making a decision to opt out is 31 March 2016.

Background

Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations') (http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf), SAAA is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities.

By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed.

If you are considering opting out, you must hold a properly constituted meeting and decide whether or not you wish to do so. This decision must be recorded.

If you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

If notification of your decision to opt out is not received by 31 March 2016, your authority will be regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022 and you will not have another opportunity to opt out before the end of that period.

How do the Regulations affect different types of authority?

The effect of the Regulations is to divide smaller authorities into five groups, depending on their financial turnover and on whether or not they decide to opt out of the SAAA scheme. Please see Appendix 2 for a flowchart of this process.

- Group 1 Opted-in authorities (those that have not formally decided to opt out) with income or expenditure exceeding £25k;
- Group 2 Opted-out authorities with income or expenditure exceeding £25k;
- Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k;
- Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k; and
- Group 5 Financially inactive authorities.

Group 1 Opted-in authorities with income or expenditure exceeding £25k

Arrangements for 2017/18 and subsequent years will be the same as they are now. The only difference will be that your auditor will be appointed by SAAA. After completing your annual return, you should submit it by the due date to the auditor appointed by SAAA, who will undertake the limited assurance audit review.

Group 2 Opted-out authorities with income or expenditure exceeding £25k

If you have opted out of the SAAA scheme you will need to appoint an independent audit panel. Guidance on appointing an audit panel is available from CIPFA and can be found at <http://www.cipfa.org/policy-and-guidance/publications/g/guide-to-auditor-panels-pdf>.

The audit panel will consider which auditor to appoint and will make a recommendation to the authority, which will have to ratify the audit panel's decision. Only accounting firms that meet certain licensing criteria can be appointed to undertake limited assurance audit reviews. Firms that do not meet those criteria cannot be considered for appointment. DCLG is working with the professional accountancy bodies to establish appropriate criteria, and we will inform all opted-out authorities as soon as we have more information about the firms that you can appoint.

You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor you have appointed.

You will be required to complete an annual certification form (which SAAA will provide) and to submit this to SAAA by an agreed date. The certification form will include:

- details of the firm that you have appointed as your auditor;
- confirmation that the limited assurance audit review has been undertaken by the set date; and
- confirmation that you have complied with the Regulations.

SAAA will carry out independent checks to ensure that the information provided in the certification form is correct.

If you fail to appoint an auditor, the Secretary of State will make the appointment. You will be responsible for paying the auditor's fees and for any administrative costs.

Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k

With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The circumstances in which a limited assurance audit review may be necessary are set out in Clauses 9(1)(b) and 9(3) of the Regulations (attached as Appendix 1).

All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities ([https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency Code for Smaller Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)). You will also need to complete an annual exemption form (which SAAA will provide) and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form you certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If you wish to have a limited assurance audit review, despite not being required to do so, you will need to inform SAAA by the end of the financial year in question. SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k

Unless required to submit their accounts for review in the circumstances set out in Appendix 1, these bodies will only need to complete and publish an annual return and to complete and submit to SAAA or an auditor specified by SAAA an annual exemption form in the same way as Group 3 authorities.

If you wish to have a limited assurance audit review, you will need to appoint an audit panel, consider the panel's recommendations and appoint an auditor in the same way as a Group 2 authority. You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor that you have appointed.

Group 5 Financially inactive authorities

If your authority has no income or expenditure you should continue to provide an 'inactive' certificate to the auditor appointed by SAAA.

Electors' rights

If an elector wishes, within the prescribed time period, to ask a question about, or make an objection to an authority's accounts, he or she may need to contact the appointed auditor. For opted-in authorities (Groups 1 and 3) the auditor will be (in the case of Group 1 authorities, will already have been) appointed by SAAA. Fees for any additional audit or investigatory work will be charged in accordance with scales set by SAAA.

Questions about and objections to the accounts of authorities in Group 2 and those in Group 4 that have appointed an auditor will be considered by the appointed auditor, who will report the outcome to the authority. If a Group 4 authority needs to appoint an auditor, it should follow the procedure described above, appointing an audit panel and taking a decision based on that panel's recommendations.

If an auditor issues a public interest report in relation to a Group 3 or Group 4 authority, DCLG will require that authority either to commission a limited assurance audit review in the following year (on terms to be agreed between the authority and the auditor) or to opt in to the SAAA scheme for the remainder of the contract period (until 31 March 2022).

Full audit

Any smaller authority can still choose to be treated as a full audit authority, as defined in the Local Audit and Accountability Act 2014, and to commission a full audit either from an auditor appointed by SAAA or (for authorities in Groups 2 and 4) from a licensed auditor appointed through proper processes, following a recommendation from a duly constituted audit panel.

Conclusion

The decisions that are available to smaller authorities are set out in the flowchart at Appendix 2. We will in due course be publishing questions and answers on our website, but in the meantime I or any of my colleagues at SAAA would be happy to answer any questions that you might have.

Please remember if you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

Mike Attenborough-Cox

Chairman - Smaller Authorities' Audit Appointments Limited

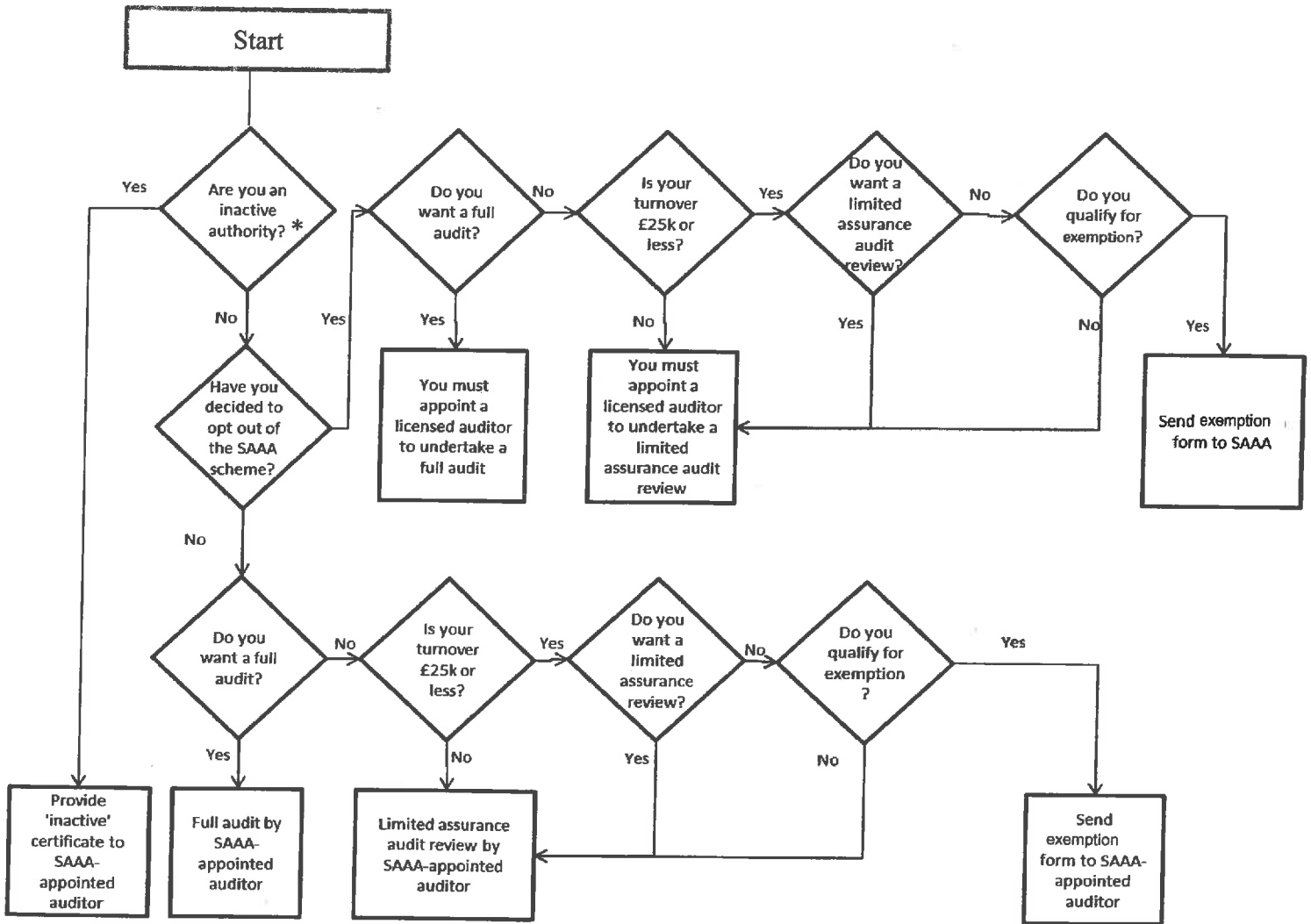
Appendix 1

Extract from the Local Audit (Smaller Authorities) Regulations 2015

Exempt authorities

- 9.—(1) A smaller authority may certify itself as an exempt authority for a financial year if—
- (a) the qualifying condition for that authority and that financial year in paragraph (2) is met; (b) the financial year is not one of the first three years of the authority's existence; and
 - (c) none of the relevant circumstances in paragraph (3) apply in relation to the keeping of the accounts for the preceding financial year or to the audit of those accounts.
- (2) The qualifying condition is met for an authority and a financial year if—
- (a) the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £25,000, or
 - (b) the higher of the authority's gross receipts and gross payments for the year does not exceed £25,000.
- (3) The relevant circumstances are—
- (a) the local auditor has made a public interest report(a) in respect of the authority or any entity connected with it;
 - (b) the local auditor has made a recommendation to the authority, relating to the authority or any entity connected with it;
 - (c) the local auditor has issued an advisory notice under paragraph 1(1) of Schedule 8 to the Act, and has not withdrawn the notice;
 - (d) the local auditor has commenced judicial review proceedings under section 31(1) of the Act, and the proceedings have not been withdrawn nor has the court found against the auditor;
 - (e) the local auditor has made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration; or
 - (f) the court has declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

Appendix 2



* An inactive authority is one that has no income or expenditure

Planning Applications

16/05611/FUL

OS Parcel 8955 Askett Village Lane Askett Buckinghamshire

Erection of 2 x chicken sheds, 1 x chattel and 1 x workshop (retrospective)