

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 19th 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 20th at The Community Centre and the 27th May at the Elim Church.
- A street party in Princes Risborough on the 11th June 2016 to celebrate the Queen's 90th 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 19th 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 31st 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.