

LONGWICK PARISH COUNCIL

**To: Cllr Smith, Cllr Livingston, Cllr Van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell,
Cllr Greengrass and Cllr Atkinson**

**You are hereby summoned to a Parish Council Meeting taking place at Longwick Village Hall on 21st
July 2026 at 7.30pm.**

AGENDA

Public Forum – The first ten minutes are available for the public to express their view or ask questions on matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

67. Welcome and Apologies for Absence
68. To Receive any Declarations of Interest
69. To consider co-option of Councillor
70. Acceptance of Minutes
 - a. Parish Council Meeting held on the Tuesday 16th June 2026
 - b. Extraordinary Parish Council Meeting held on Wednesday 8th July 2026
71. To consider actions from previous meetings
72. Update from Buckinghamshire Councillors
73. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
74. To receive an update from the Clerk on decisions taken under delegated authority
75. To approve payment in accordance with the budget
76. To note quarter 1 accounts
77. To consider and approve Internal Auditor for 2026-2027
78. To consider and approve The Playground Company for the Annual RoSPA
79. To consider maintenance of the grass at the Playing Field and associated costs
80. To consider whether to request a water and wastewater capacity check from Thames Water and associated costs
81. To note the approved summer activities and consider any further actions or decisions required
82. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
83. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
84. To confirm the dates and time of the next Parish Council Meeting: Tuesday 15th September 2026 as there is no meeting in August.
85. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, a resolution is required to exclude the public and press to protect the confidential nature of the business to be transacted during consideration of item 85 on the agenda.
86. To consider the draft lease for land proposed to be leased from Buckinghamshire Council.

87. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re admitted to the meeting



Tracey Martin
Clerk, Longwick Parish Council
clerk@longwickcumilmer.org.uk

Wednesday 15th July 2026

MINUTES FOR APPROVAL



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL EXTRAORDINARY MEETING HELD ON
WEDNESDAY 8TH JULY 2026 AT 7PM AT LONGWICK C OF E SCHOOL**

PRESENT: Cllr Smith (Chair), Cllr Livingston (Vice Chair), Cllr van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Greengrass and Cllr Atkinson.

Clerk: Tracey Martin

3 members of the public present at the start of the meeting

- A resident introduced themselves and outlined the tennis activities they are able to offer within the Parish.
 - The representative from JR Sports introduced their organisation and outlined detailed the activities they can provide.
- 63. WELCOME AND APOLOGIES FOR ABSENCE:** Cllr Smith welcomed all to the meeting. There were no apologies.
- 64. DECLARATIONS OF INTEREST:** None received
- 65. TO CONSIDER AND APPROVE SUMMER ACTIVITIES AT THE PLAYING FIELD AND ASSOCIATED COSTS:** Following discussions it was **resolved** to book the following activities (subject the availability)
- a. Creation Station: 2 days each for 3 hours (5th and 6th August) costing £300 per session + cost of hall hire. Cllr Ayre will confirm dates. **Action: Cllr Ayre**
 - b. JR Sports: 2 sessions dates to be confirmed costing £350 + VAT per session (potential 15% discount for booking 2 sessions. Cllr Gummer will liaise with activity provider regarding dates. **Action: Cllr Gummer**
 - c. Tennis: 2 x 2-hour sessions, budget £200. Cllr Livingston will liaise with activity provider regarding dates. **Action: Cllr Livingston**
 - d. DNA Kids: 1 session at a cost of £259 + cost of hall hire. Cllr Smith will liaise with activity provider regarding dates. **Action: Cllr Smith**
 - e. Additional equipment e.g. disc golf or alternatives budgeted at £250.
 - f. Councillors who are liaising with the companies to feedback potential dates to the Clerk by Friday 10th July at 9am in order for the clerk to enquire with the Village Hall about availability. If the Village Hall is not available the Clerk will contact the school to see if that can be booked. **Action: Cllr Ayre, Cllr Gummer, Cllr Livingston, Cllr Smith and Clerk.**
- 66. TO DISCUSS AND AGREE ON THE DATE AND CONTENT OF A PUBLIC MEETING OF THE PARISH FOLLOWING THE LAUNCH OF THE 2ND DRAFT OF THE BUCKS LOCAL PLAN ON 23RD JULY 2026:**
- a. Potential dates: 11th, 12th or 13th August. The Clerk will liaise with the Village Hall regarding availability. **Action: Clerk**
 - b. Agenda items: Buckinghamshire Local Plan, a review of activities which have taken place and activities going forward, open forum and communication facilities. It was **resolved** to allocate a budget of £500 for the public meeting.

Meeting closed at 8.27pm

Chair..... Date.....



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL MEETING HELD ON
TUESDAY 16TH JUNE 2026 AT 7.30PM AT LONGWICK VILLAGE HALL**

PRESENT: Cllr Smith (Chairman), Cllr Livingston (Vice Chairman), Cllr van Apeldoorn, Cllr Ayre, Cllr Gummer, Cllr Pennell, Cllr Greengrass and Cllr Atkinson.

Clerk: Tracey Martin

11 members of the public present at the start of the meeting

- A Member of the Public raised concerns regarding building and groundwork activity behind and near Home Farm. The resident confirmed they have reported the matter to Buckinghamshire Council's Enforcement Team. The Parish Council noted that it must allow the Enforcement Team to follow their formal process and will await any updates from the authority.
- A Member of the Public asked about the Thames Water Road closure. It was confirmed that the matter has been followed up with Thames Water and it is hoped that progress will be seen shortly.
- Following an incident on the Playing Field yesterday, a Member of the Public raised a concern that, had the Chairman not been contactable, paramedics may have been unable to access the Playing Field due to the locked gate. Councillors noted the concern and agreed that access arrangements will be considered.

45. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting. Apologies were received from Buckinghamshire Councillors Cllr Walsh and Cllr Hall.

46. DECLARATIONS OF INTEREST: None received

47. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 19TH MAY 2026: Following a proposal by Cllr Pennell seconded by Cllr Greengrass a vote was taken and it was unanimously **resolved** by to approve the minutes and the minutes were signed.

48. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Legal matters (188): Clerk is progressing. **Action: Clerk**
- b. Arrange meeting with Parish Council and Buckinghamshire Councillors (4): Meeting has taken place.
- c. Produce list of current and required policies (26c): List produced and circulated.
- d. Send template for equipment inspections to Cllr van Apeldoorn (31): Clerk has sent.
- e. Diarise to add footpath clearance to 27-28 grass cutting tender (32): Clerk has scheduled.
- f. Produce policies as per Internal Audit Report (33d): Produced and will be considered later in meeting.
- g. Costings to move to .gov domain (33e); Will be considered later in meeting.
- h. Confirm approval to proceed with VAS (35): Clerk has confirmed.
- i. Confirm approval to proceed with Traffic Calming Proposal (36): Clerk has confirmed.
- j. Obtain quote for Meadle gate signage (36): Clerk has requested but not received a response. Clerk to follow up. **Action: Clerk**
- k. Respond to request to survey Ilmer Pond (39a): Clerk responded.
- l. Respond to request for use of playing field for football tournament (39c): Clerk has responded.
- m. Prepare updated contract (43): Prepared and new contract has been signed.

49. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- a. As no Buckinghamshire Councillors were in attendance there was no update.
- b. A concern was raised regarding a road name sign which had been changed but the old sign left behind, it was felt this was likely an oversight.
- c. Cllr Smith reported that enquiries had been made with The Risborough Area Community Bus to enquire about a service from Haddenham to Risborough. Unfortunately, due to other route commitments this is not possible. The Parish Council will continue pushing Buckinghamshire Councillors for action on this matter. **Action: Parish Council / Cllr Walsh & Cllr Hall**

50. TO CONSIDER A GRANT APPLICATION FROM LONGWICK LIONS FC: Following a proposal by Cllr Gummer seconded by Cllr Livingston a vote was taken and all Councillors were in favour and it was **resolved** to approve the grant application of £200 for pitch marking.

51. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

PL/26/04275/KA: Horseshoe Cottage Meadle Village Road Meadle: No objection (submitted under delegated authority).

Change of status:

PL/26/02686/FA: Holly Tree Barn Owlswick Lane: Conditional permission

PL/26/01711/FA: Chadwell Cottage Owlswick Lane Owlswick: Conditional permission

PL/26/03263/FA: 17 Ivy Close Longwick: Conditional permission

52. PAYMENTS FOR APPROVAL JUNE 2026:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£513.61		£513.61	Clerk Salary - Diff between S/O
HMRC	£276.06		£276.06	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Rolf van Apeldoorn	£21.66	£4.33	£25.99	Key box for bollards (Robert Dyas)
Rolf van Apeldoorn)	£80.00	£16.00	£96.00	Signage (Robertsons of Risborough
Jenny Greengrass	£99.60	£19.92	£119.52	Planter Flowers (Lidl)
Bucks Council	£45,782.35	£9,156.47	£54,938.82	Traffic Calming Measures
Blades Turfcare	£1,684.00	£336.80	£2,020.80	Grass cutting
RPM	£3,840.00	£768.00	£4,608.00	Playground Repairs

Following a proposal by Cllr Smith seconded by Cllr Livingston it was **resolved** by all those present to approve the payments.

The clerk reported that £50,000 had been transferred from Charity Bank Account to the Lloyds account.

Zempler Card Payments:

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
----------	-------	-------	-------	---------------

Directs Debits, Standing orders:

Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£90.74	£1.98	£92.72	Electricity
Nest	£82.43		£82.43	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

53. TO CONSIDER CONCERNS RAISED REGARDING THE SOAKAWAY AT ILMER GREEN AND POSSIBLE

ACTIONS: An update was provided to Councillors. It was **resolved** that further investigations and necessary works should be undertaken. A budget of £500 was approved for this purpose. **Action: Clerk**

54. TO CONSIDER COSTS FOR MOVING TO A .GOV DOMAIN: Following a proposal by Cllr Ayre seconded by Cllr Atkinson a vote was taken and all Councillors were in favour and it was **resolved** to move to a .gov domain with the current provider (TEEC) at a cost of £35 + VAT per annum. The favoured domain by Councillors is: longwickcumilmer-pc.gov.uk. Clerk will arrange. **Action: Clerk**

55. TO CONSIDER QUOTE FOR PLAYGROUND REPAIRS: Following a proposal by Cllr Pennell seconded by Cllr Gummer a vote was taken and all Councillors were in favour and it was **resolved** to approve the quote from Reid's Playground Maintenance for repairs to the cableway at a cost of £925.00 + VAT. Clerk will arrange the works. **Action: Clerk**

It was **resolved** that the works to the fun box will be considered under a separate proposal.

56. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES:

- Reserves Policy
- Internal Controls Policy
- Risk Assessment
- Scheme of Delegation
- Code of Conduct
- Memorial Bench Policy
- Use of a Bouncy Castle on Parish Council owned land
- Equality and Diversity Policy (Minor amendments to grammar, formatting and legal references)

- i. Complaints Policy
- j. Accessibility Statement
- k. Model Publication Scheme

Following a proposal by Cllr Pennell seconded by Cllr Ayre a vote was taken and all Councillors were in favour and it was **resolved** to approve all of the policies. The Clerk will upload the policies to the Parish Council website.
Action: Clerk

- 57. TO CONSIDER AND ADOPT THE ANNUAL RESERVES BREAKDOWN 2026-2027:** An amendment was made to the draft to add the addition of the grant approved for ODBST for £16,000 which was approved in April 2025 for solar panels. Following the amendment a proposal was made by Cllr Smith seconded by Cllr Greengrass and a vote was taken and all Councillors were in favour and it was **resolved** to approve the Annual Reserves. The Clerk reported that she had informed ODBST that the works must be completed by the end of the financial year otherwise they will need to apply for an extension.
- 58. TO CONSIDER APPLYING FOR A HGV WEIGHT RESTRICTION CHESTNUT WAY:** Discussions were had around the pros and cons of applying for this weight restriction. Following a proposal by Cllr van Apeldoorn seconded by Cllr Greengrass a vote was taken and all Councillors were in favour and it was **resolved** to proceed with the application. Costs will be confirmed and approved once received. The Clerk will make the application.
Action: Clerk
- 59. TO CONSIDER APPROVING A COFFEE VAN ON THE PLAYING FIELD:** Following a proposal by Cllr Gummer, seconded by Cllr Atkinson, a vote was taken and all Councillors were in favour, and it was **resolved** to proceed with the request. The terms agreed were: an access code to the Playing Field will be provided; Councillors will operate a rota to allow access to the garage for electricity; and a charge of £10 per week will apply. This arrangement will run as a two-month trial. The Clerk will arrange a start date. **Action: Clerk**
- 60. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:**
- a. The Clerk reported that an email had been received from the Village Hall Committee requesting that an update following the fete be included in the Parish Council Newsletter. Following discussions, it was **resolved** that the content will not be placed directly in the newsletter however, a link to the document which is on the Village Hall website will be added. Clerk to respond to the Village Hall and add to the newsletter.
Action: Clerk
 - b. It was also agreed that a reference will be included in the Newsletter noting that the Parish Council's request for a date for the AGM and confirmation of when the accounts will be available has not received a response and that the deadline for reply has now passed.
Action: Clerk
- 61. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr Pennell and Cllr Livingston attended a meeting with the Village Hall representatives but it was felt that no progress was made.
 - b. Cllr Smith and Cllr Gummer met with a local landowner to discuss land which the landowner has for development and has been highlighted to Buckinghamshire Council. The Parish Council raised that infrastructure is a massive concern.
- 62. TO CONFIRM THE DATES AND TIMES OF THE NEXT PARISH COUNCIL MEETING:** Tuesday 21st July 2026 at 7.30pm at Longwick Village Hall. Discussions were had on summer activities on the playing field and if this is progressed an extraordinary meeting will be called.

There being no further business the meeting closed at 9.05pm

Chair..... Date.....

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	Whom	Progress	Status
20/01/26	188	Legal matters	Clerk	Clerk is progressing	
19/05/26	36	Obtain quote for Meadle gate signage	Clerk	Requested 21/05/2026	
16/06/26	49c	Bus Service in parish	Parish & Buck Councillors		
16/06/26	53	Soakaway Ilmer Green	Clerk	This has been flushed once and another full flush has been scheduled.	Closed
16/06/26	54	Moving to .gov domain	Clerk	This is progressing through our IT provider	
16/06/26	55	Arrange Cableway Repairs	Clerk	Work has taken place	Closed
16/06/26	56	Policies on website	Clerk	All policies have been uploaded to the website	Closed
16/06/26	58	Apply for HGV Weight Restriction	Clerk	17/06/26: The clerk enquired with Bucks Cllrs who copied in their colleague. 13/07/26 clerk followed up	
16/06/26	59	Coffee Van on playing field	Clerk	This has been arranged and two sessions taken place.	Closed
16/06/26	60a	Fete newsletter piece to be added to newsletter	Clerk	This was added to newsletter in June	Closed
16/06/26	60b	Reference to the lack of Village Hall AGM in newsletter	Clerk	This was added to newsletter in June	Closed
08/07/26	65	Summer activities: Schedule of dates to be sent to Clerk by Friday 10 th July at 9am	Cllr Ayre, Cllr Gummer, Cllr Livingston and Cllr Smith	Dates received	Closed
08/07/26	65 & 66	Enquire with Village Hall on availability for Summer activities and Public Meeting	Clerk	The Clerk emailed the Village Hall with all the dates on Friday 10 th July and requested a response by 14/07/26.	

TO RECEIVE AN UPDATE FROM THE CLERK ON DECISIONS TAKEN UNDER DELEGATED AUTHORITY

1. CCTV – Remote Access Configuration To facilitate remote access to the garage CCTV system, the Clerk has arranged for Camsec to attend site and adjust the recorder settings.
One off cost: £60. Ongoing monthly cost: £46.40 (inclusive of VAT) (higher than previous due to using a different provider as the signal was weak. This will allow easier access to review CCTV footage
2. Caloo kindly attended site free of charge to sand down the graffiti done by blow torch which was very disappointing. The Clerk purchased a clear protective treatment as advised (in payments schedule) and Cllrs Gummer and Atkinson have treated the equipment

PAYMENTS FOR APPROVAL JULY 2026

Payee	Net	VAT	Gross	Comment
HMRC	£120.20	£-	£120.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Longwick Lions	£200.00		£200.00	Grant min ref 50
Buckinghamshire Council	£4,360.57	£872.11	£5,232.68	VAS Replacement
Blades	£2,014.00	£402.80	£2,416.80	Grass cutting and top soil repairs
Oxford Oak	£120.00	£24.00	£144.00	Tree works
RPM	£925.00	£185.00	£1,110.00	Cableway Repairs
BcPSC (SLCC Subs)	£100.00		£100.00	Reimburse BcSPC
Drains & Downpipes	£180.00		£180.00	Investigating soakaway
DNA Kids	£249.00	£49.80	£298.80	Summer Activities (disco)

Directs Debits, Standing orders & Card

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Longwick C of E School	£65.00		£65.00	Hall Hire
Amazon	£16.14		£16.14	USB Drives
Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£29.74	£1.49	£31.23	Electricity
Nest	£50.71		£50.71	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

TO CONSIDER AND APPROVE INTERNAL AUDITOR FOR 2026-2027

The Parish Council is asked to confirm the appointment of Theresa Goss as Internal Auditor for the 2026–27 financial year, continuing the existing arrangement. Theresa has provided a reliable and compliant service in previous years, and has confirmed her fee for 2026–27 at £375.

TO CONSIDER AND APPROVE THE PLAYGROUND COMPANY FOR THE ANNUAL ROSPA

To consider appointing The Play Inspection Company to undertake the annual RoSPA-certified inspection of the Council's play areas at a cost of £254.00 + VAT.

TO CONSIDER MAINTENANCE OF THE GRASS AT THE PLAYING FIELD AND ASSOCIATED COSTS

Recommendations from grass cutting contractor following discussions with Cllr Smith.

There is a second flush of weeds upon the pitch areas that I feel would benefit from a second selective weed spray as before. I normally find pitches that have been untreated for an extended period require 2 sprays within roughly nine months. There after once every 12 months often keeps on top of weeds.
So suggestion would be to spray again within the coming weeks.

With increased use for sports I strongly suggest having it aerated annually. This is one of the best things for any grass area to receive if budget doesn't stretch to any other work.
Suggestions is for this to be undertaken early autumn into winter.

Cost for above remain unchanged for last year.

Selective weed spray £550 plus vat

Aeration £1050 plus vat

Depending on use through winter I would also suggest potential over seed on spring of 2027 £poa

Now that there is going to be an established club/team playing upon the field. This possibly makes you or team eligible for a pitch improvement fund via the FA, my village playing field committee (cuddington) have successfully sourced funding for ongoing pitch maintenance over 5 years, so if it's any help to yourselves I can help with the information regarding early stages of applying for funding and what to possibly expect. Happy to have a meeting with whoever might be interested/involved in this.

TO CONSIDER WHETHER TO REQUEST A WATER AND WASTEWATER CAPACITY CHECK FROM THAMES WATER

Thames Water advises that capacity checks take 21 calendar days and cost:

£204 for water capacity (£170 + VAT)

£235 for wastewater capacity (£195 + VAT)

CORRESPONDENCE

Correspondence received from a Trustee of the Village Hall expressing dissatisfaction with the Council's position in relation to a petition. The Clerk responded to earlier emails to provide factual information and circulated all correspondence to councillors. No further response has been issued as the latest message is outside the Council's remit. No action required