

LONGWICK PARISH COUNCIL

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

**You are hereby summoned to a Parish Council Meeting taking place at Longwick Village Hall on
Tuesday 20th October 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.

- 107. Welcome and Apologies for Absence
- 108. To Receive any Declarations of Interest
- 109. Acceptance of Minutes from the Parish Council Meeting held on the Tuesday 15th September 2026
- 110. To consider actions from previous meetings
- 111. Update from Buckinghamshire Councillors
- 112. Planning Applications:
 - a. To consider and approve comments for new planning applications including comments submitted under delegated authority
 - b. To Receive Notice of Planning Applications Approved and Refused
- 113. To approve October payments in accordance with the budget
- 114. To note quarter 2 accounts
- 115. To consider quote for an additional CCTV camera
- 116. To receive an update on the Remembrance Service plans
- 117. To consider installation of speed survey monitors to provide data to form part of Neighbourhood plan and to support action on speed calming measures in the Village
- 118. To consider and agree on the specification for extending the footpath around the playing field and hard standing area
- 119. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
- 120. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
- 121. To confirm the dates and time of the next Parish Council Meeting: Tuesday 17th November 2026.



Tracey Martin
Clerk, Longwick Parish Council
clerk@longwickcumilmer-pc.gov.uk

Wednesday 14th October 2026



*Longwick-cum-Ilmer
Parish Council*

**LONGWICK-CUM-ILMER PARISH COUNCIL MEETING HELD ON
TUESDAY 15TH SEPTEMBER 2026 AT 7.30PM AT LONGWICK VILLAGE HALL**

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

Clerk: Tracey Martin

Buckinghamshire Councillors: Cllr Walsh

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

- A resident asked whether the Parish Council had been able to provide any support to Penn's Nursery which is due to close at the end of September. Cllr Walsh confirmed that the matter had been raised with the Valuation Office however, valuations are set nationally.
- It was confirmed that works are being scheduled to cut back the overgrown hedges by Rose Farm.
- A landowner and resident proposing a development in the Parish outlined their intentions and highlighted that they are exploring potential amenities as part of the wider planning proposal. They stated that they intend to run a consultation in the Parish and are keen to engage with the Parish Council and the wider community regarding possible amenities.

i.

88. WELCOME AND APOLOGIES FOR ABSENCE: Cllr Smith welcomed all to the meeting. Apologies were received from Cllr van Apeldoorn and Buckinghamshire Councillor Cllr Hall.

89. DECLARATIONS OF INTEREST: None received

90. APPROVAL OF MINUTES FROM THE PARISH COUNCIL MEETING HELD ON TUESDAY 21ST JULY 2026: Following a proposal by Cllr Atkinson seconded by Cllr Pennell a vote was taken and it was unanimously **resolved** by to approve the minutes and the minutes were signed.

91. TO CONSIDER ACTIONS FROM PREVIOUS MEETING:

- a. Legal matters (188): Clerk is progressing. **Action: Clerk**
- b. Obtain quote for Meadle gate signage (36): Clerk has requested but not received a response. Clerk to follow up. **Action: Clerk**
- c. Bus Service in parish (49c): Continue to try and progress **Action: All**
- d. Apply for HGV Weight Restriction (58): 17th June 2026 the clerk enquired with Buckinghamshire Councillors who copied in their colleague. 13th July 206 the clerk followed up but as yet no response has been received. Cllr Walsh will follow up. **Action: Cllr Walsh**
- e. Confirm attendance at the West Buckinghamshire Area Planning Committee (73). Completed
- f. Clerk to enquire whether the annual RoSPA can be attended by a Councillor (78): Enquiries were made and there would be a cost therefore it was decided not to proceed. Action closed.
- g. Arrange aeration of playing field and spraying (79): Taken place and action closed.
- h. Clerk to obtain Thames Water Capacity Reports (80): The Clerk ran into difficulties as it required a specific location. This was feedback to the Neighbourhood Plan Working Group and alternative data was supplied. Action closed.
- i. Café on playing field – access (82b): Access issues have now been resolved. Action closed.
- j. Bell Crescent maintenance of land (86): The Clerk followed this up after the PC meeting but has not received a response so will follow up again. **Action: Clerk**

92. UPDATE FROM BUCKINGHAMSHIRE COUNCILLORS:

- a. Cllr Walsh reported on planning application 25/06402/OUT which will be considered by the West Buckinghamshire Planning Committee on 23rd September 2026. Cllr Livingston and Cllr Pennell will be representing the Parish Council. Discussions were had around future planning applications and infrastructure in the Parish.

- b. Cllr Walsh reported ongoing issues relating to Thames Water. He also noted concerns about the condition of the roads; Highways are aware and are reviewing but it is early in the capital budget cycle. If anybody has concerns about any roads in the Parish, please let Cllr Walsh know.
- c. It was stated that the Toucan Crossing is now waiting for sign off.
- d. Cllr Smith thanked Cllr Walsh for supporting the Parish Council.
- e. Cllr Smith asked if there is a Youth Team which the Parish Council can link with to explore activities in the Parish, and also to explore any Council education department linkage regarding pre schools and middle schools sharing sites and facilities. Cllr Walsh will send details to the Clerk. Cllr Walsh left the meeting at 8.07pm.

93. TO RECEIVE AND NOTE PLANNING DECISIONS & COMMENTS MADE UNDER DELEGATED AUTHORITY DUE TO NO MEETING TAKING PLACE IN AUGUST AND NOTE CHANGE OF STATUS:

PL/26/05755/HB: Woodbine Cottage Chestnut Way: No objection

Change of status:

PL/25/5243/FA: OS Parcel 4664 Lower Icknield Way: Approved

94. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

6014123:PL/26/02078/FA: Saddleback Barn Lower Icknield Way: No further comment permitted

25/06402/OUT: OS Parcel 3623 Thame Road: Will be heard by the West Buckinghamshire Area Planning Committee on Wednesday 23 September 2026.

Change of status:

PL/26/05849/KA: 2 The Green Ilmer Lane Ilmer: TPO shall not be made

PL/26/04986/FA: Old Acres, Owlswick: Refused

PL/26/04987/HB: Old Acres, Owlswick: Refuse consent

PL/26/06216/KA: Cozens Holdings Owlswick: TPO shall not be made

PL/26/04944/FA: 1 & 2 The Cottages Owlswick: Approved

PL/26/05481/FA: 13 Dorrells Road Longwick: Approved

95. TO NOTE PAYMENTS MADE IN AUGUST UNDER DELEGATED AUTHORITY:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£96.09		£96.09	Clerk Salary - Diff between S/O
HMRC	£120.20		£120.20	PAYE
Tracey Martin	£69.66		£69.66	Expenses
Blades	£1,684.00	£336.80	£2,020.80	Grass cutting
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
MAC Groundwork	£46,216.82	£9,243.36	£55,460.18	Footpath extension - playing field
Creation Station	£600.00		£600.00	Summer activity programme
Brightmarks	£180.00		£180.00	Pitch Marking
PKF Littlejohn	£420.00	£84.00	£504.00	Audit 25-26

Zempler Card Payments:

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Royal Mail	£9.90		£9.90	Postage
Canva	£15.00	£3.00	£18.00	Subscription (now cancelled)

Direct Debits and Standing Orders:

Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£42.50	£2.12	£44.62	Electricity
Nest	£50.71		£50.71	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

Following a proposal by Cllr Gummer seconded by Cllr Ayre it was **resolved** to approve the payments made under delegated authority.

96. PAYMENTS FOR APPROVAL SEPTEMBER 2026:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£95.89		£95.89	Clerk Salary - Diff between S/O
HMRC	£120.40		£120.40	PAYE
Longwick Village Hall	£442.50		£442.50	Summer activities (hall hire)
Jenny Greengrass	£76.88		£76.88	Public meeting sundries
JR Sports	£850.00	£212.50	£1062.50	Summer activities 2 sessions

Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
Blades Turfcare	£1,684.00	£336.80	£2,020.80	August grass maintenance
TEEC	£189.99	£38.00	£227.99	.org.uk domain
D Smith	£180.00		£180.00	Tennis: Summer activities
Wel Medical	£67.90	£13.58	£81.48	Defib Pads
BMKALC	£50.00		£50.00	CCTV Training TM
Blades Turfcare	£1,050.00	£210.00	£1,260.00	Sports field aeration

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

Zempler Card Payments:

GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
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Directs Debits and Standing Orders:

Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£37.23	£1.86	£39.09	Electricity
Nest	£50.71		£50.71	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge

97. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN:

- a. **To note completion of audit:** Noted
- b. **To review any actions / recommendations:** Council noted the External Auditor's finding relating to the approval and payment process for the Chairman's allowance. The Clerk reported that the issue has been fully resolved with the allowance now correctly processed. Cllr Smith asked for the following to be minuted: For the purpose of the record the Chair of the Parish Council confirms that the Chairmans allowance was claimed and utilised for office consumables.
- c. **To confirm that the Notice of Conclusion of Audit has been published:** Confirmed.

98. NEIGHBOURHOOD PLAN- TO CONSIDER:

- a. To assess the value of involvement so far and whether or not to extend our working relationship as we seek to design and present our revision of our Neighbourhood Plan for approval at Unitary level
- b. To assess and take action to identify any specific information and guidance needs for the project, seeking to explore their availability through other resource whether Community based or Buckinghamshire Council resources
- c. To decide on a provisional funding allocation for further Consultant involvement if we decide to go forward with that.
- d. Following discussions, it was **resolved** that further exploration is required. The Clerk will obtain information from a neighbouring Parish regarding indicative timescales.

99. TO CONSIDER COSTS TO ACCESS CCTV REMOTELY: Following a proposal by Cllr Pennell seconded by Cllr Livingston it was **resolved** to proceed with the quote from Camsec at a cost of £543.60 inclusive of VAT.

100. TO CONSIDER QUOTE FOR CUTTING OF BOUNDARY HEDGE AROUND PLAYING FIELD: Following a proposal by Cllr Livingston seconded by Cllr Ayre, it was **resolved** to proceed with the quote from Blades Turfcare at a cost of £220 + VAT, subject to confirmation that no tractor or other heavy vehicle will drive on or access the newly laid footpath around the playing field, as the surface is not designed for heavy loads and may be damaged. If this assurance cannot be provided, a revised quote will be required to cover alternative cutting methods.

101. TO REVIEW THE SUMMER ACTIVITY PROGRAMME AND CONSIDER PLANS FOR FUTURE EVENTS: The Council reviewed attendance figures against the overall costs of delivering the summer sessions. It was noted that while some activities were well attended, others had a lower uptake. It was agreed to form a Working Group comprising Cllr Gummer (Lead), Cllr Ayre, Cllr Pennell and Cllr Greengrass to develop proposals for future events. Following discussion, the Council **resolved** to proceed with a Creation Station session during half term on either 26 or 27 October subject to Village Hall availability at a cost of £475 plus the cost of Village Hall hire (circa £60). The programme will include a session specifically for under-5s. The Clerk will book the Village Hall and along with Cllr Ayre liaise with Creation Station. **Action: Cllr Ayre / Clerk**

102. TO NOTE THE DATE OF THE REMEMBRANCE SERVICE (11TH NOVEMBER 2026) AND CONFIRM ARRANGEMENTS: Date noted and it was **resolved** that Cllr van Apeldoorn will coordinate the arrangements and service. **Action: Cllr van Apeldoorn**

103. **CONSIDER THE REQUIREMENT FOR FURTHER SURFACING IMPROVEMENT ON THE MAIN VEHICLE ACCESS TO THE PLAYING FIELD AND IN ADDITION THE POSSIBLE NEED FOR A HARD STANDING AREA ADJACENT TO THE PLAYGROUND TOGETHER WITH LAID FOOTPATH ACCESS TO EACH OF THE TWO PLAYGROUND ENTRY GATES:** The Council discussed potential solutions to extend the existing path and improve surfacing around the main vehicle access and playground area. It was **resolved** that Cllr McIntosh and Cllr Livingston will explore options and provide the Clerk with details so that quotes can be obtained.
Action: Cllr McIntosh / Cllr Livingston
104. **TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND/OR ISSUED BY THE PARISH COUNCIL:** None received
105. **TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- e. Cllr Livingston had attended the BMKALC AGM and provided an update.
106. **TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next Parish Council Meeting will take place on Tuesday 20th October 2026 at 7.30pm at Longwick Village Hall.

There being no further business the meeting closed at 9.10pm

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

TO CONSIDER ACTIONS FROM PREVIOUS MEETINGS

Date	Min Ref	Details	<u>Whom</u>	<u>Progress</u>	<u>Status</u>
20/01/26	188	Legal matters	Clerk	Clerk is progressing	
19/05/26	36	Obtain quote for Meadle gate signage	Clerk	The clerk believes this has been addressed in the Traffic Calming for Meadle	
16/06/26	49c	Bus Service in parish	Parish & Buck Councillors		
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 and 12/10/26 clerk has chased up	
21/07/26	86	Bell Crescent maintenance of land	Clerk	The Clerk is having a meeting with Bucks Officer to discuss	
15/09/26	101	Book Creation Station and Village Hall for October half term	Clerk / Cllr Ayre	Booked, confirmed and advertised	Complete
15/09/26	102	Remembrance Service	Cllr van Apeldoorn	Arrange service	
15/09/26	103	Consider requirement for further surfacing improvements around playing field	Cllr McInstosh / Cllr Livingston		

PAYMENTS FOR APPROVAL OCTOBER 2026

Payee	Net	VAT	Gross	Comment
Tracey Martin	£96.09		£96.09	Clerk Salary - Diff between S/O
HMRC	£120.20		£120.20	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
P.A. Spittles	£245.00	£49.00	£294.00	Maintenance: Gate repairs
Blades Turfcare	£1,684.00	£336.80	£2,020.80	Grass cutting (one cut not required and held in credit)
Thomas Design	£259.00		£259.00	NP
Zempler	£205.57		£205.57	Reinstate Balance
Camsec	£453.00	£90.60	£543.60	CCTV remote access
Card, Standing Order and Direct Debit Payments				
Tracey Martin	£700.00		£700.00	S/O Clerk Salary
Tracey Martin	£26.00		£26.00	Home Allowance
EDF	£21.82	£1.09	£22.91	Electricity (estimated)
Nest	£50.71		£50.71	Pension Contribution
Lloyds	£4.25		£4.25	Monthly bank charge
Receipts				
Flo Jo	£30.00		£30.00	Playing field usage
Flo Jo	£80.00		£80.00	Playing field usage
JR Sports	£42.50		£42.50	Refund for incorrect VAT on invoice

TO CONSIDER QUOTE FOR ADDITIONAL CCTV CAMERA

Installation Type: Additional Panoramic Camera

1x 180° Panoramic Camera Looking at Play Area

Description	Item	Quantity	Unit	Rate	Cost
Hardware					
8mp 180 Panormaic Camera	DS-2CD2T83G2P-LISU/SL	1	Nr	£344.82	£344.82
Subtotal Hardware					£344.82
Cable and Accessories					
Cat5e Duct Grade Cable	Black Duct Grade	1	Nr	£64.00	£64.00
Camera Back Box	DS-1280ZJ-S	1	Nr	£34.18	£34.18
Camera Lamp Post Mount	DS-1275ZJ-SUS	1	Nr	£48.39	£48.39
Longspan POE Injector	CM SB504020	1	Nr	£324.39	£324.39
POE+ Switch	TL-SF1006P	1	Nr	£105.02	£105.02
PD POE Switch	TL-SG1005P-PD	1	Nr	£108.66	£108.66
Connectors	RJ45	16	Nr	£1.51	£24.16
Subtotal Cable and Accessories					£708.80
Installation	2 Engineers	1	Nr	£960.00	£960.00
Total Inc VAT					£2,013.62
Total Ex Vat					£1,678.02

TO CONSIDER INSTALLATION OF SPEED SURVEY MONITORS TO PROVIDE DATA TO FORM PART OF NEIGHBOURHOOD PLAN AND TO SUPPORT ACTION ON SPEED CALMING MEASURES IN THE VILLAGE

Name of Councillor Requesting:	Alan Livingston
Agenda item title: (this wording will be used on the agenda e.g. To consider, to note:	To consider installation of speed survey monitors to provide data to form part of Neighbourhood plan and to support action on speed calming measures in the Village
Background and Supporting Information:	During a recent meeting with Councillor Walsh to discuss our Neighbourhood plan and potential options for traffic calming in the village, councillor Walsh suggested the installation of speed recording strips to provide us with much needed evidence. These speed strips take the form of small rubber tubes laid across the road at defined distances to measure elapsed time and hence speed can be calculated. They are installed by Buckinghamshire Council Installation of these strips for a period will give us data on • Traffic speed through the village • Traffic volumes through the Village • Peak times for traffic flow • Peak times for speeding Standard Duration (for automatic Counts): Best practice suggests a continuous recording period of at least 7 days (one week) to capture daily variations (weekdays vs. weekends) and provide a statistically reliable sample. These data will be invaluable in providing evidence to support arguments we wish to put forward in both the upcoming neighbourhood plan and to provide evidence to support our wish for traffic calming measures in the village.
Estimated Costs:	£824.60 for each location (including VAT) – as listed on the Buckinghamshire Council Website. We should consider 2 locations initially along the Thame Road at either end of the village – exact locations to be agreed by Council Total cost for 2 locations £1,649.20 It is my understanding that this money can be taken from CIL monies and will not impact the general admin funds for the council
Are quotes attached:	https://www.buckinghamshire.gov.uk/parking-roads-and-transport/road-safety/managing-speed/change-a-speed-limit/ Note we are not proposing to change the speed limit, merely to get speed data to support multiple projects.
Timescales for the project:	For a period of 1 week for each location, ensuring it doesn't fall during school holidays or public holidays. On analysis of the data we can consider performing a similar survey through Meadle to provide evidence to support traffic calming within Meadle.
Please describe the benefit to residents / local area:	The benefit to the local area is that it will provide the council with evidence of actual speeds within the Village. Evidence-based arguments will carry much more weight in both our upcoming Neighbourhood plan development and when providing Bucks council and Thames Valley Police with arguments to install traffic calming measures within the village.

	Furthermore it will provide traffic volume data which can be incorporated into the neighbourhood plan. It will also reveal peak time flows within the village which will help to provide data to support the provision of additional safe road crossings within the village. Finally as Planning authorities take into account actual speeds when determining applications rather than just the legal limit these data could be used when considering individual planning applications that come before council
Any other supporting documents or information:	https://www.buckinghamshire.gov.uk/parking-roads-and-transport/transport-policies-strategies-and-plans/highway-policies/network-safety-policy/managing-speed/
Is any of the information to be considered confidential (i.e. should press & public be excluded):	No

CORRESPONDENCE

1. Complaint regarding loud music being played in the MUGA. Clerk has responded that antisocial behaviour concerns should be reported at the time to TVP.