



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
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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:

- a. Reserves Policy
- b. Internal Controls Policy
- c. Risk Assessment
- d. Scheme of Delegation
- e. Code of Conduct
- f. Memorial Bench Policy

- g. Use of a Bouncy Castle on Parish Council owned land
- h. 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.....