

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 20th August 2019 at
The Pavilion, Church Road, Little Marlow SL7 3RS commencing at 8.00pm

CONFIRMED

Present:		
Cllr V Brownridge (VB) – Chairman Cllr A Falk (AF), Cllr R Randall(RR), Cllr K Acres(KA), Mrs J Murray – Parish Clerk		
		2 members of the public present Richard Boas, David Brown
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
1012/19	1. Apologies for Absence Cllr G Fitchew (GF), Cllr V Morton (VM), Cllr P Emmett(PE), Cllr J Downes(JD), Cllr R Mash(RM),	
1013/19	2. Declarations of interest – pecuniary or prejudicial None	
1014/19	3. To approve the Minutes of Parish Council Meeting of the 9th July 2019 The Council RESOLVED to accept the minutes of the meetings and they were duly signed by the Chairman.	AF/ KA
1015/19	4. To take reports from theses minutes for NOTE: 966/19 Cllr J Downes & Clerk to work together to plan installation of new playground equipment and funding. 974/19 Burial Ground Committee to review policy for benches at cemetery, to include: bench material, one off fee, maintenance charge, number per annum at the next meeting. Set up Burial Ground Committee Meeting for September 2019. 1001/19 Hall & Co have carried out remedial works and replaced toilet facilities next to changing rooms. Invoice has been received, minus decoration charge. Decoration timing to be confirmed. Cllr J Downes and Cllr K Acres to authorise invoice prior to payment. 1004/19 Copy of TfB speed report to be delivered to Little Marlow School when school term begins in September. Clerk to contact TfB to ask for written quote for installing 20mph limit. 1009/19 Follow up parishioner query re Sheepridge Lane roundabout with Helen Coombes	Clerk/ JD Clerk JD Clerk Clerk
1016/19	5. Finance a) To approve income and expenditure report for April, May, June & July 2019 It was RESOLVED to accept the following financial reports:	KA/ AF
		April 2019
Current Account		£60,684.60
Petty Cash:		£281.12
Precept Account:		£13,590.32
Reserves Account:		£44,126.59
		May 2019
Current Account		£54,668.68
Petty Cash:		£281.12
Precept Account:		£13,590.32

Chairman initials]

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	Reserves Account:	£44,126.59	
		June 2019	
	Current Account	£55,491.81	
	Petty Cash:	£281.12	
	Precept Account:	£13,590.32	
	Reserves Account:	£44,126.59	
		July 2019	
	Current Account	£51,539.10	
	Petty Cash:	£281.12	
	Precept Account:	£13,592.56	
	Reserves Account:	£44,133.83	
	b) To review spot check rota and check list, along with cost centre check list		
	Cllr K Acres completed a positive spot check, in August, on July's accounts. A file has been created to contain the spot check evidence and any issues raised. Cllr J Downes is due to carry out September's spot checks and should follow through on outstanding matters.		
	c) To consider incremental salary increase for Abbotsbrook Hall Staff		
	Due to the personal information regarding the Hire Administrator and Caretaker's salary The Chairman took a vote regarding this item and moved it into confidential items. The Council RESOLVED to approve an incremental salary increase for both employees.		
	d) To approve the minutes of the Budget Committee meeting on 22nd July 2019 The Council RESOLVED to accept the minutes of the meetings and they were duly signed by the Chairman.		
1017/19	6. Planning a) To consider report : <u>Planning Report August 2019 Council Meeting</u> Wycombe District Council WEEKLY LIST OF PLANNING APPLICATIONS up to 12.08.2019		
	Fell 1 x Pear Tree & 1 x Willow tree (1 & 4), reduce the height to 4m to 1 x Ash Tree (2) and reduce height 1 x Poplar Tree (3)		
	Lucotts The Avenue Bourne End Buckinghamshire SL8 5RD Ref. No: 19/06942/CTREE Received: Fri 09 Aug 2019 Validated: Fri 09 Aug 2019 Status: Awaiting decision LMPC Comment: Tree Comment		
	Crown lift to give 3 metres access, deadwood and selective tip pruning up to 2 metres to re-balance crown Oak tree (T1)		
	Troway The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 19/06630/TPO Received: Sat 06 Jul 2019 Validated: Fri 09 Aug 2019 Status: Awaiting decision LMPC Comment: Tree Comment		
	Householder application for construction of single storey side and rear extensions Malt House Lodge Marlow Road Bourne End Buckinghamshire SL8 5PL Ref. No: 19/06702/FUL Received: Mon 15 Jul 2019 Validated: Fri 02 Aug 2019 Status: Awaiting decision LMPC Comment: No objection		
	Display of two 15m long by 2.4m high non-illuminated hoarding signs. Five 6m high flag poles with non-illuminated banners. One 4.8m high 2-sided non-illuminated board sign (Retrospective)		
	Westhorpe House Westhorpe Park Little Marlow Buckinghamshire Ref. No: 19/06678/ADV Received: Thu 11 Jul 2019 Validated: Thu 01 Aug 2019 Status: Awaiting decision LMPC Comment: Concerned about apparent breach of regulations in terms of size, refer to report A resident had drawn Council's attention to planning application 19/06567/FUL to increase the temporary car parking area on the land East of the A404. It was pointed out that this area did not fall within Little Marlow Parish but within the parish of Marlow, although it was very close to the Marlow boundary. Town Council had already asked for an extension to the deadline for submitting comments pending		

JD

Clerk

Clerk

additional reports. It was suggested that individual Councillors might object and that the resident be advised to write to Marlow Town Council to express her concerns. Clerk to write accordingly.

Delegated Decisions Issued

Reference write	19/06601/CTREE
Alternative Reference	PP-07978994
Application Received	Thu 04 Jul 2019
Application Validated	Thu 04 Jul 2019
Address	Swans Way Sailing Club Road Bourne End Buckinghamshire SL8 5QS
Proposal	Cut back branches away from the telephone line to 1 x Horsechestnut and 1 x Copper Beech as necessary to ensure the line doesn't get interfered with or damaged in future
Decision	Not to make a Tree Preservation Order
Decision Issued Date	Wed 14 Aug 2019
Appeal Status	Unknown
Appeal Decision	Not Available

Further Information

Application Type	Tree Works in Conservation Area
Decision	Not to make a Tree Preservation Order
Actual Decision Level	Delegated Decision
Case Officer	Sally Clark
Parish	Little Marlow Parish Council
Ward	Flackwell Heath And Little Marlow
Applicant Name	David Hooper

Applicant Address	Swans way Sailing Club Rd Abbotsbrook Bourne End SL8 5QS
Reference	19/06450/TPO
Alternative Reference	PP-07929807
Application Received	Thu 13 Jun 2019
Application Validated	Thu 13 Jun 2019
Address	Treetops Lockbridge Road Bourne End Buckinghamshire SL8 5QT
Proposal	Fell 1 x Copper Beech (T1) due to the drains and tarmac being damaged
Status	Decided
Decision	Application Refused
Decision Issued Date	Thu 08 Aug 2019
Appeal Status	Unknown
Appeal Decision	Not Available

Further Information

Application Type	Consent under Tree Preservation Order
Decision	Application Refused
Actual Decision Level	Delegated Decision
Case Officer	Alastair Cunningham
Parish	Little Marlow Parish Council
Ward	Flackwell Heath And Little Marlow
Applicant Name	Mr Andriy Kisel

Applicant Address	Treetops Lockbridge Road Bourne End Buckinghamshire SL8 5QT
Reference	19/06209/FUL
Alternative Reference	PP-07607218
Application Received	Fri 17 May 2019
Application Validated	Wed 29 May 2019
Address	Coldharbour Cottage Winchbottom Lane Little Marlow Buckinghamshire HP10 9QE
Proposal	Erection of storage unit
Status	Decided
Decision	Application Permitted
Decision Issued Date	Mon 22 Jul 2019
Appeal Status	Unknown
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Decision	Application Permitted
Actual Decision Level	Delegated Decision
Case Officer	Alexia Dodd
Parish	Little Marlow Parish Council
Ward	Flackwell Heath And Little Marlow
Applicant Name	D & P Luxury Toilets Limited

	Agent Name	Andy Gillman CAD Services	
	Agent Address	28a Salisbury Road Totton SO40 3PZ United Kingdom	
	Agent Phone Number	Not Available	
1018/19	<p>7. The Pavilion and Recreation Ground - a) To consider revised refurbishment timetable Cllr J Downes was unable to attend the meeting due to illness and Cllr G Fitchew was on holiday. A basic timetable for next steps was discussed. Refurbishment Committee to meet with Little Marlow Cricket Club, Little Marlow Pre-school and WI in early September to discuss proposed plans and in the light of their comments to finalise proposals and the tender documents with a view to presenting both at the next Parish Council meeting on 1st October 2019 for approval. Follow up with Simon Barlow at Buckinghamshire County Council regarding CIL monies.</p> <p>b) To approve minutes of the Little Marlow Cricket Club and Parish Council meeting of the 23rd July 2019 The Council RESOLVED to accept the minutes of the meetings and they were duly signed by the Chairman.</p> <p>c) To approve increase to annual fee paid by Little Marlow Cricket Club The Council RESOLVED to accept the recommended fee increase of 4%, to be invoiced in September 2019.</p> <p>d) To consider levying a fee for Sunday third party matches to Little Marlow Cricket Club The Council RESOLVED to accept the recommended charge of £25 per third party match in 2020. Clerk to review and circulate revised Little Marlow Cricket Club contract.</p>		<p>JD/GF/PE</p> <p>Clerk</p> <p>Clerk</p>
1019/19	<p>8. Best Kept Village results and feedback – Little Marlow received a high mark during judging and a merit. Clerk to circulate feedback to all mentioned in the report.</p>		Clerk
1020/19	<p>9. Spade Oak Car Park a) To consider request from Coldmoorholm Lane Resident’s Association to enter into an agreement with M&B/CBRE regarding Spade Oak car park maintenance The Council RESOLVED to enter into an agreement with CBRE/M&B to enable the Coldmoorholm Residents Association to carry on maintaining the Spade Oak car park and to receive £500 per annum to do so. Clerk to write to CBRE with confirmation and copy in David Brown.</p>		Clerk
1021/19	<p>10. Unitary Authority update a) To consider Community Boards Consultation – ends 30th September 2019 Cllr V Brownridge gave an update on the different options under consideration relating to the Community Boards having represented the parish council at various meetings/workshops at which the Boards had been discussed. It was agreed that it would be good to submit a Parish Council response to the Consultation. Cllr V Brownridge would draw up a suggested Council response to the Consultation to circulate to all councillors for comment so as to enable the Parish Council to submit a consolidated comment. Individual Councillors and resident should also be encouraged to complete the survey.</p>		VB
1022/19	<p>11. Fly tipping update Two convictions have been secured for two separate cases of fly tipping in the Little Marlow area.</p> <p>The second case related to waste found on Muschallik Road, a private road leading from the A4155 Marlow Road to Thames Water’s Little Marlow Sewage Treatment Works. The land across which the road passes isn’t owned by Thames Water but by a private landowner not currently resident in the UK. As Thames Water’s vehicles need constant access along the road, it is left unsecured and therefore open to fly tippers. Investigators found evidence in the waste that took them to a construction site that was operated by the building firm Root Construction Ltd. In an interview at a Kent police station, one of the company’s directors said that the company had paid money in cash to a man known only as ‘Brian’ to get rid of the waste. Although ‘Brian’ had apparently been used by the company on a number of different</p>		

	occasions, no checks had been carried out as to whether he was licensed. The company also did not have any means of contacting or tracing him. The court held that the company had therefore failed in its duty of care over the waste. The magistrates issued a total fine of £3,647.30.	
1023/19	<p>12. Reports from Meetings of outside bodies –</p> <p>a) Marlow Society – update at next parish council meeting</p> <p>b) Marlow Community Forum – the Marlow bridge bollards were discussed at the meeting also car parking payment by phone which is not available to all.</p> <p>c) Parish Liaison Meeting As a result of the concerns expressed by Town and Parish Councils at the Keeping it Local workshops that they had only been given a one year settlement for the existing devolved services contract for grass cutting etc, the Shadow Executive agreed that contracts will carry on until March 2022. Parish Councils will receive written confirmation of this and of the funding at some point in the near future. The Heathrow expansion will impact areas of Buckinghamshire and people were being encouraged to feedback comments. Rachael Shimmin has been appointed as the new Chief Executive of the new Buckinghamshire Council.</p> <p>d) BMKALC Workshops, Currently BMKALC are operating from Buckinghamshire County Council offices. There is a possibility this may change and that the office moves to Green Park.</p> <p>e) Planning Panel – Cllr P Emmett attended the first Planning Panel meeting and believes the panel will be a useful forum to keep abreast of developments. Cllr Emmett will represent the parish council at future meetings.</p>	VM
1024/19	<p>13. Correspondence to the Council The council had received a request to hold a family party at Abbotsbrook Hall next year to include a Pig roast. The Council RESOLVED to agree to the request with the stipulation that the company providing the pig roast had all insurances in place, supervised the preparation and cleared away the carcass. Clerk to communicate decision to Abbotsbrook Hall Administrator.</p>	Clerk
1025/19	14. Public participation - no public participation	
1026/19	15. Items to be included in next meeting – Cllr R Randall asked to add a response from Fire Service following Little Marlow fires in 2018 to the next meeting agenda	Clerk
1027/19	16. Dates of next meeting – Parish Council Meeting 1st October 2019, Budget meeting 17th October 2019 at 1.30pm	
There being no further business to be transacted the meeting was closed at 9.10pm		

Abbreviations:

LMPC	Little Marlow Parish Council	WDC	Wycombe District Council
BCC	Bucks County Council	SLCC	Society of Local Council Clerks
CDC	Chiltern District Council	WDALC	Wycombe District Assoc. of Local Councils
PCSO	Police Community Support Officers	ROW	Rights of Way
LAT	TfB Local Area Technician	BALC	Bucks Association of Local Councils
LMRA	Little Marlow Residents' Assoc	LGPS	Local Government Pension Scheme
VAS	Vehicle Activated Sign	LMLCP	Little Marlow Lakes Country Partnership
AVDC	Aylesbury Vale District Council	MK	Milton Keynes
		GDPR	General Data Protection Regulations

Signed:
Chairman

Date:

Please note Minutes become **CONFIRMED** following resolution at the following Full Council Meeting.