

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 8<sup>th</sup> November 2022 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

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### CONFIRMED

<b>Present:</b> Cllr K Acres (KA) – Chairman, Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr S Goss (SG), Cllr S Kershaw (SK), Cllr V Morton (VM) – arrived 20.02, Cllr R Start (RS), Cllr M Wandsworth (MW)		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet Buckinghamshire Councillor D Johncock	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2434/22	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> Councillor P Emmett (PE),	
2435/22	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
2436/22	<b>3. To approve the Minutes of the Parish Council Meeting of the 27<sup>th</sup> September 2022</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2437/22	<b>4. To take reports from theses minutes for NOTE</b> <b>F257/22</b> The chapel electricity meter had been read and the reading had been submitted	
2438/22	<b>5. Parish Clerk’s report:</b> Parish Council Bank mandate has been updated. Cookham Waste have cleared canoe from Abbotsbrook Car Park. New Bike Racks & Pump Lane Noticeboard are due to be installed during November. New trollies & chairs have been well received at Abbotsbrook Hall & the Pavilion. Planting order have been placed for Burial Ground Working Group. Everflow invoice is being investigated as higher than expected. Allotment invoices distributed. Meeting with Carrington Estates at Allotments week commencing 14 <sup>th</sup> November. Abbotsbrook Hall Car Parking invoices to be distributed this week. Staff Appraisals coming up as well as LMRINC annual meeting.	
2439/22	<b>6. Items to be taken in confidential</b> Item 8.2.e. To review implementation of new NJC pay-scales for CiLCA training and 2022_23 for staff	
2440/22	<b>7. Public participation – maximum 15 minutes</b> Public participation took place in agenda items listed below which are minuted under the same paragraphs: 8.4.b. To consider report from Bourne End Junior Sports Club 8.5.a. To consider proposal to convert streetlights to LED 8.5.b. To consider road safety issue along Marlow Road	
2441/22	<b>8.1.a To consider planning report:</b>  <b><u>Little Marlow Parish Council</u></b> <b><u>Planning October 2022 Council Meeting</u></b> Planning applications received from Buckinghamshire Council have a deadline date of when consultation comments must be submitted. Should the deadline be before the next Council meeting – comments are submitted. In addition, the Council may discuss additional applications which have been received after the Agenda has been issued, to ensure this deadline has been met. Any queries, please contact the Clerk on 01628 890301. LMPC resolved to apply the following comment to TPO/CTREE applications – The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Buckinghamshire Council’s planning list can be found at: <a href="https://publicaccess.wycombe.gov.uk/idoxpa-web/search.do?action=weeklyList">https://publicaccess.wycombe.gov.uk/idoxpa-web/search.do?action=weeklyList</a>	

Chairman initials ]

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**Buckinghamshire Council**  
**WEEKLY LIST OF PLANNING APPLICATIONS up to 21.10.2022**

Application for approval of details subject to Condition 07 (Trees) of Planning approval 21/08470/FUL

Mayfly Riverside Bourne End Buckinghamshire SL8 5RF

Ref. No: 22/07567/ADRC | Received: Thu 22 Sep 2022 | Validated: Thu 22 Sep 2022 | Status: Pending Consideration

**LMPC Comment** The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Submission date past.

Variation of Condition 01 (Agricultural Occupancy) and 02 (Tied to Use of site as Farm) of PP WR/611/54 issued for erection of agricultural cottage at Westhorpe Farm, Little Marlow

Bridge Cottage Westhorpe Farm Lane Little Marlow Buckinghamshire SL7 3RQ

Ref. No: 22/07554/VCDN | Received: Wed 21 Sep 2022 | Validated: Mon 17 Oct 2022 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection **Submitted 1<sup>st</sup> November 2022**

Householder application for erection of greenhouse

The Granary 8 Spade Oak Farm Coldmoorholme Lane Bourne End  
Buckinghamshire SL8 5PS

Ref. No: 22/07236/FUL | Received: Mon 15 Aug 2022 | Validated: Tue 04 Oct 2022 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection  
**Amended and Submitted 4<sup>th</sup> November 2022 following telephone conversation**

Received following issue of report 21<sup>st</sup> October 2022

Remove x 1 Holly Tree

Walnut Tree Cottage Church Road Little Marlow Buckinghamshire SL7 3RT

Ref. No: 22/07796/CTREE | Received: Sat 15 Oct 2022 | Validated: Mon 17 Oct 2022 | Status: Pending Decision

**LMPC Comment** The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. **Submitted 1<sup>st</sup> November 2022**

**Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:**

Reduce canopy by approximately 2m to suitable points of growth x 1 Apple (T1), cut back all overhang to boundary x 1 Conifer (T2) crown lift front section over garden, to achieve vertical clearance of 2.5m x 1 Ash (T4) and crown lift over drive to achieve vertical clearance of 3m, cut off garage to give 2m clearance x 1 Walnut (T5)

Walnut Tree Cottage Marlow Road Bourne End Buckinghamshire SL8 5PN

Ref. No: 22/07391/CTREE | Received: Fri 26 Aug 2022 | Validated: Fri 26 Aug 2022 | Status: Not to make a Tree Preservation Order

Fell x 1 Ash

	<p>Herons Pool The Avenue Bourne End Buckinghamshire SL8 5QY Ref. No: 22/07260/CTREE   Received: Wed 17 Aug 2022   Validated: Wed 17 Aug 2022   Status: Not to make a Tree Preservation Order Householder application for construction of subterranean swimming pool and associated pump house with air source heat pump</p> <p>The Old Vicarage Church Road Little Marlow Buckinghamshire SL7 3RT Ref. No: 22/06992/FUL   Received: Tue 19 Jul 2022   Validated: Tue 23 Aug 2022   Status: Application Permitted Householder application for erection of single storey infill orangery extension between dwelling and garage</p> <p>Benedict House Marlow Road Little Marlow Buckinghamshire SL7 3RS Ref. No: 22/06635/FUL   Received: Thu 16 Jun 2022   Validated: Fri 15 Jul 2022   Status: Application Refused Householder application for erection of single storey front, single storey side and single storey rear extensions, extension to roof with insertion of 2 x front and 2 x rear dormers and insertion of rear dormer to garage roof</p> <p>Quoins The Close Bourne End Buckinghamshire SL8 5PE Ref. No: 22/05963/FUL   Received: Thu 07 Apr 2022   Validated: Mon 13 Jun 2022   Status: Application Refused</p> <p>It was noted that an appeal was in process for application OS Parcel 5076 The Moor Little Marlow Buckinghamshire Ref. No: 21/08494/FUL</p>	
2442/22	<p><b>8.2. Finance</b></p> <p><b>a. To approve income and expenditure for September 2022</b> The Council <b>RESOLVED</b> to approve income and expenditure reports and the Chairman duly signed the reports. The format of accounts reports would be reviewed by the Chairman of the Budget Committee and Clerk. Expenditure on water was to be rigorously reviewed.</p> <p><b>b. To confirm External Audit</b> The Clerk confirmed that the PKF Littlejohn external audit had been completed and that an apology had been received from PKF Littlejohn explaining the delay in completing the external audit.</p> <p><b>c. To consider appointment of Internal Auditor for 2023</b> The Council <b>RESOLVED</b> to appoint IAC Audit &amp; Consultancy Ltd.</p> <p><b>d. To review bids for expenditure in 2023/2024</b> Bids for expenditure had been added to the Project list</p> <p><b>e. To review implementation of new NJC pay-scales for CiLCA training and 2022_23 for staff</b> The Council <b>RESOLVED</b> to agree to NJC pay-scales and pro-rata extra day holiday from 1<sup>st</sup> April 2023. The council congratulated the Clerk in achieving CiLCA qualification and agreed upon contractual terms. Personnel letters would be drafted by the Clerk and signed by the Chairman and copied into payroll.</p> <p>The Council <b>RESOLVED</b> that the Clerk's appraisal would be carried out by two members of the Employment &amp; HR Committee.</p>	
2443/22	<p><b>8.3. Abbotsbrook Hall</b></p> <p><b>a. To receive an update on Abbotsbrook car parking</b> Cllr K Acres gave an update on plans to meet with Well End Residents regarding the Abbotsbrook car park and detailed work with Wellers Hedleys to ensure all invoices relating to the car park are paid in full.</p> <p><b>b. To consider car park resurfacing quotes</b> The Council <b>RESOLVED</b> to approve one of the three quotes received and car park maintenance works would take place in early January 2023.</p>	

2444/22	<p><b>8.4. The Pavilion and Recreation Ground-</b></p> <p><b>a. To consider update on cricket shed</b></p> <p>Cllr Jason Downes reported that two recent meetings had been scheduled to discuss the cricket shed, but both had been rained off. Cllr Kath Acres stated her concern over the health &amp; safety of the area and building. The Clerk was asked to chase the Planning Department at Buckinghamshire Council for a reply to the council's request to talk to a planning officer to move forward the project.</p> <p><b>b. To consider report from Bourne End Junior Sports Club</b></p> <p>Ken Murphy, representative of Bourne End Junior Sports Club, joined the meeting to bring to the council's attention that the recreation ground has been deemed unsafe to play football upon due to the rabbit holes, again this coming football season. The season was due to start in September.</p> <p>Ken highlighted that it is nearly two years since Bourne End Junior Sports Club first identified the issue and the club have made various attempts to fill in the holes to get the pitch back to a playable state. Bourne End Junior Sports Club and the Parish Council have liaised on this matter and the Parish Council have arranged two rabbit eradication exercises during this time, but the holes have been dug out again by the rabbits. Councillors discussed the fact that the second rabbit eradication visit had not been successful and that beyond rabbit proofing the recreation ground with fencing, which would be extortionately expensive, having taken advice the hope was that nature would take its course and myxomatosis would impact rabbit numbers over the winter.</p> <p>At a previous Parish Council meeting it was resolved to buy topsoil to enable Bourne End Junior Sports Club to refill the rabbit holes, but after further consultation with Ken Murphy it was agreed not to buy topsoil as filling the holes was a losing battle.</p> <p>The Council <b>RESOLVED</b> to meet with Ken Murphy in the springtime, when the grass is shorter and holes more evident, to establish whether play was possible next season. Ken Murphy voiced his concern that the danger is that the football pitch will not be in a fit state to use after a long history of use by Bourne End Junior Sports Club.</p> <p>Cllr A Crabtree questioned whether neighbouring landowners were responsible for rabbit control and Cllr Jason Downs agreed to talk to Carrington Estates about rabbit numbers on their land.</p> <p>Ken Murphy also asked the parish council to report the two sets of bollards along the Marlow Road, which were not working, and which he had reported in the past. The Clerk was asked to action with Fix My Street and Highways.</p>	Clerk
2445/22	<p><b>8.5 General-</b></p> <p><b>a. To consider proposal to convert streetlights to LED</b></p> <p>Cllr S Kershaw talked the council through the proposal and confirmed that the proposal does not include removal or addition of streetlights. The aim was to write a street lighting policy following implementation of the project to enable residents to request further lights.</p> <p>A local resident took part in public participation and commended Cllr S Kershaw on the report he had prepared. A request was raised to consider light shining into homes, and especially bedrooms. The resident was in favour of lights being switched off between the hours of 1-5am.</p> <p>Cllr S Kershaw confirmed that directional measures would be part of the initial survey and that there will be a period following installation of adjustments. He also confirmed that the lights would conform to British standards for appropriate levels of lighting in different areas.</p> <p>Cllrs S Kershaw and J Downes agreed to consider black spots within the parish and also to sort out potholes in footpaths. Cllr David Johncock suggested that Cllr David Watson be involved to work with LAT.</p> <p>Cllr A Crabtree asked that parishioners are communicated with, and that safety was considered, throughout the project.</p> <p>The Council <b>RESOLVED</b> to go ahead with the LED conversion project, due to apparent future cost savings, to be implemented in spring next year. The lighting timing would be reviewed after a year and if the project tenders were received and above £25k the parish council would revisit the project.</p>	

	<p><b>b. To consider road safety issue along Marlow Road</b></p> <p>The Well End Community Speedwatch Initiative was represented and pointed out that over the last few years there has been an increase in levels of speeding along Sheepridge and Elm Lane. Speeding causes problems for pedestrians, getting in and out of driveways and that it's a miracle no accidents have happened,</p> <p>The council was made aware that the community speed watch group was set up to cover all of Bourne End and Little Marlow, with the focus on Well End as that is where the issues are seen to lie.</p> <p>The Well End Community Speedwatch Initiative requested that LMPC support the group in conducting a speed survey at the cost of £424, plus VAT, to provide accurate data.</p> <p>The Council <b>RESOLVED</b> to consider the project further and make contact with Chepping Wycombe Council to discuss and learn from their MVAS experience following Cllr D Johncock's input.</p> <p><b>c. To receive an update on Little Marlow Lakes Country Park</b></p> <p>Cllr S Kershaw had circulated the Buckinghamshire Council Little Marlow Lakes Country Park report to cabinet, as well as LMPC's response to the report, to full council.</p> <p>The Report's Recommendation is to not pursue "formal designation to regularise the status of the whole area" and to "pursue an appropriately sized Country Park on land within its ownership in this location"</p> <p>Sufficient Buckinghamshire Councillors called in the report to a Select Committee. There were three justifications for call in: legitimacy of legal guidance that council had received, proper establishment accreditation of Country Park and is it satisfactory to provide SANG for Hollands Farm and Slate Meadow. Only third justification was accepted.</p> <p>Cllr S Kershaw confirmed that the Country Park working group would meet soon to make further plans.</p> <p><b>d. To review and adopt revised Standing Orders and Financial Regulations</b></p> <p>The Council <b>RESOLVED</b> to defer until the December meeting.</p> <p><b>e. To consider election of members to internal committees and outside body representatives</b></p> <p>The Council <b>RESOLVED</b> to elect Cllr R Start to the Environment Committee and Cllr M Wandsworth to the Social Media Committee. All other committee meetings are open to newly elected members to attend and it was recommended that all councillors attend Budget Committee Meetings.</p> <p><b>f. To consider Parish Council Meeting calendar &amp; festive opening hours</b></p> <p>The Council <b>RESOLVED</b> to agree to the parish council meeting calendar and festive opening hours, but to revise the committee meeting dates to consider again at the December parish council meeting.</p> <p><b>g. To consider the parish council's social media policy</b></p> <p>The Council <b>RESOLVED</b> to defer the consideration of the social media policy until the December meeting. Cllr M Wandsworth agreed to draft a revised policy for the social media committee to consider before presenting to full council.</p>	
2446/22	<p><b>9. Items for information only:</b></p> <p><b>1. Reports from Meetings of Outside Bodies:</b></p> <p>1.1. <b>Marlow Society</b> – Cllr V Morton reported that the meeting is next week and that she had shared the Boundary Commission changes with the Marlow Society.</p> <p>1.2. <b>Community Board action groups:</b></p> <p><b>Economic Recovery and Regeneration Action Group</b> – meeting cancelled.</p> <p><b>Transport and Highways Action Group</b> – meeting cancelled.</p> <p><b>Environment and Climate Change</b> – Cllr A Crabtree reported on the new Higginson park bin</p> <p><b>9.2. Correspondence</b></p> <p>Correspondence relating to the LED project would be posted to Teams.</p>	
2447/22	<p><b>10. Items to be included on the next Agenda-</b></p>	
2448/22	<p><b>11. Dates of the next meetings:</b> Environment Committee Meeting 22<sup>nd</sup> November 2022, Budget Committee Meeting 28<sup>th</sup> November 2022, Planning Committee Meeting 5<sup>th</sup> December 2022, Burial Committee Meeting 8<sup>th</sup> December 2022</p>	
<p>There being no further business to be transacted the meeting was closed at 21.58</p>		

**Abbreviations:**

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks
LMRA	Little Marlow Residents' Assoc	WDALC	Wycombe District Assoc. of Local Councils
VAS	Vehicle Activated Sign	ROW	Rights of Way
PCSO	Police Community Support Officers	BMKALC	Bucks Milton Keynes Association of Local Councils
LMLCP	Little Marlow Lakes Country Partnership	LGPS	Local Government Pension Scheme

Signed: .....  
Chairman

Date: .....

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