

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 5th April 2016 at
The Pavilion, Little Marlow commencing at 8.00pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr G Fitchew (GF) – Vice Chairman Cllr R Randall (RR) Cllr V Morton (VM)		Cllr A Falk (AF) Cllr K Acres (KA) Cllr J Downes (JD)
Mrs E Marsden Parish Clerk		8 Members of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
384/16	1. Apologies for Absence Apologies were received and accepted for Cllr Mash, District Councillors Johncock and Savage. County Cllr Watson will be attending later.	
385/16	2. Declarations of interest – pecuniary or prejudicial Cllr Randall regarding Agenda Item 15 as he has been asked to appear as a prosecution witness for a case brought by the EA against Thames Water. Cllr Downes regarding Agenda Item 6 as two of the planning applications are in relation to his property – Manor House. Cllr Morton regarding Agenda Item 6 as Benedict House is in close proximity to her residence.	
386/16	3. To approve Minutes of Full Council Meeting held on 23rd February 2016 The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
387/16	4. To take Reports from those minutes for NOTE VAS – To be noted when Cllr Watson arrives. AB Projector – Has been purchased awaiting installation. Website Meeting – KA & JD strategy in place awaiting further information to take forward. Carrington Estate – Work on the hedge has been done but not in the area specified. The Clerk will be contacting the Farms Manager to ascertain who is responsible for the section of hedge not cut.	GK/JD JD/KA Clerk
388/16	5. Finance To approve Income and expenditure for February & March 2016 It was RESOLVED to accept the financial report for February Bank Accounts Totals – February 2016 Current Account: £3,353.21 Petty Cash: £255.55 Reserves Account: £39,443.02 Precept Account: £12,583.28 Bank Account Totals – March 2016	

	<p>Current Account: £10,771.31 Petty Cash: £345.55 Reserves Account: £39,446.59 Precept £5,583.75 Full breakdown of each individual expenditure and income is available in Appendix 1 attached</p> <p>b) Payroll Administrator – Increase in cost of £10 annually The Council RESOLVED to accept the increase in cost.</p> <p>c) External Auditor 2017/18 consideration of whether to opt out of NALC appointed auditor. It was RESOLVED to stay with the NALC approved auditor in 2017/18.</p>													
389/16	<p>6. Little Marlow School Lane Safety Working Party – consideration of proposal for improved pupil safety and improvement in vehicles using School Lane. The Chairman welcomed members of the Working Party and thanked them for producing a comprehensive package of proposals. It was AGREED to discuss each proposal in turn. The Chairman of the Working Party presented each section:</p> <ol style="list-style-type: none"> 1) Car Sharing 2) Request for 20 mph speed limit in School Lane 3) Improvement in Signage, road markings 4) Path options – the construction of a path on the outside of the hedgeline of the Recreation Ground on School Lane to a new entrance to the school. 5) School Education Programme <p>The Council discussed and asked questions on each proposal. It was noted that some of these options would require planning permission and funding whereas, some of the proposals were already being implemented – such as the improved road markings by the school. It was RESOLVED by the Council to support the Working Party as they took forward these proposals subject to suitable funding strategies being found.</p>													
390/16	<p>6. Planning Report a) Consideration of Planning Applications and Decisions</p> <table border="1" data-bbox="368 1473 1219 2031"> <thead> <tr> <th data-bbox="368 1473 528 1547">App. No.</th> <th data-bbox="528 1473 624 1547">Location</th> <th data-bbox="624 1473 1027 1547">Description</th> <th data-bbox="1027 1473 1219 1547">LMPC Comment</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1547 528 1839"><u>16/05820/C TREE</u></td> <td data-bbox="528 1547 624 1839">Abbot's Close The Avenue Bourn End</td> <td data-bbox="624 1547 1027 1839">Section fell T1 Sycamore & T2-T5 Cypress and grind out stumps</td> <td data-bbox="1027 1547 1219 1839">The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer</td> </tr> <tr> <td data-bbox="368 1839 528 2031"><u>16/05656/C TREE</u></td> <td data-bbox="528 1839 624 2031">White Cottage The Avenue Bourn End</td> <td data-bbox="624 1839 1027 2031">T1 Ash: Reduce crown of T1 Ash by 2-2.5 metres (20%), crown thin by 10%, remove deadwood and hanging branches on previously snapped limbs, all in order to relieve any stress/weight that could cause branches to fail</td> <td data-bbox="1027 1839 1219 2031">The Parish Council has no objection provided the work carried out is under the</td> </tr> </tbody> </table>	App. No.	Location	Description	LMPC Comment	<u>16/05820/C TREE</u>	Abbot's Close The Avenue Bourn End	Section fell T1 Sycamore & T2-T5 Cypress and grind out stumps	The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer	<u>16/05656/C TREE</u>	White Cottage The Avenue Bourn End	T1 Ash: Reduce crown of T1 Ash by 2-2.5 metres (20%), crown thin by 10%, remove deadwood and hanging branches on previously snapped limbs, all in order to relieve any stress/weight that could cause branches to fail	The Parish Council has no objection provided the work carried out is under the	
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			in the future and to balance the tree.	supervision of the WDC Tree Officer	
	<u>16/05501/C TREE</u>	Rowan Water 1 Spade Oak Meadow Bourn End	Reduce Willow groups T1 and T2 down to 4 metres in height; fell T3 Willow and T4 Ash; reduce crown of T5 Poplar by approximately 3-4 metres all round to reduce end weight.	The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer	
	<u>16/05548/L BC</u>	The Manor House Church Road Little Marlow	Listed building application for construction of single storey extension to The Manor House to form orangery with new secondary door formed to the drawing room, construction of tractor barn, new storage building, replacement timber boarded gates to secondary access, replacement wrought iron gates to main entrance and new solid timber boarded pedestrian gate onto Pound Lane	No Objection provided Listed Building Regulations are adhered too.	
	<u>16/05547/F UL</u>	The Manor House Church Road Little Marlow	Householder application for construction of single storey extension to The Manor House to form orangery with new secondary door formed to the drawing room, construction of tractor barn, new storage building, replacement timber boarded gates to secondary access, replacement wrought iron gates to main entrance and new solid timber boarded pedestrian gate onto Pound Lane	No Objection	
	<u>16/05441/F UL</u>	3 Elm Lane Bourn End	Householder application for construction of single storey side extension and erection of gates and brick pier	No Objection	
Additional planning applications considered at the meeting:					
	<u>16/05793 /FUL</u>	Benedict House Marlow Road Little Marlow	Householder application for construction of 2 x dormer windows to front roof slope and 3 x roof lights to rear roof slope in connection with loft conversion	The Council objects to this application due to overlooking neighbouring properties.	
	<u>16/05771 /FUL</u>	Trees The Avenue Bourne End	Householder application for demolition of existing garage, construction of part two storey, part single storey front extension, construction of 1 x rear dormer window and associated external alterations	No Objection	

	<p>Decisions</p> <p><i>Case Ref:</i> 15/08349/FUL <i>Decision</i> Application Permitted <i>Address:</i> Wyevale Garden Centre Pump Lane South Little Marlow Buckinghamshire SL7 3RB <i>Proposal:</i> Demolition and replacement of external display bedding canopy, erection of external display bedding canopy and canopy walkway, rationalisation and improvements to plant area, relocation of buildings, car wash, goods-in yard.</p> <p><i>Case Ref:</i> 15/07001/FUL <i>Decision</i> Application Refused <i>Date:</i> 26/02/2016 <i>Address:</i> Land North Of Marlow Landfill Site Marlow Road Little Marlow Buckinghamshire <i>Proposal:</i> Construction of a solar energy park to include the installation of solar panels, security fencing, transformer housing, access and other associated works</p> <p><i>Case Ref:</i> 16/05023/TPO <i>Decision</i> Application Permitted <i>Address:</i> The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ <i>Proposal:</i> Remove epicormic basal growth from Limes T1, T2 and T3.</p> <p><i>Case Ref:</i> 16/05149/CTR <i>Decision</i> Not to make a Tree Preservation Order <i>Date:</i> 23/02/2016 <i>Address:</i> 7 Well End Cottages Marlow Road Bourne End Buckinghamshire SL8 5PH <i>Proposal:</i> Take down the large Norway Spruce (ID# 1) located at the rear garden on east</p> <p><i>Case Ref:</i> 16/05112/CTR <i>Decision</i> Not to make a Tree Preservation Order <i>Date:</i> 22/02/2016 <i>Address:</i> Little Streams The Avenue Bourne End Buckinghamshire SL8 5QY <i>Proposal:</i> Side lateral reduction of the branch length back to a suitable branch union from over the drive parking area to the edge of the retaining wall to Cherry Plum T1.</p> <p><i>Case Ref:</i> 15/08431/VC <i>Decision</i> Application Permitted <i>Address:</i> Marlow Winery Pump Lane North Little Marlow Buckinghamshire SL7 3RD <i>Proposal:</i> Removal of condition 13 attached to PP 12/06767/FUL (Erection of winery building, tractor store/equipment store, associated parking and vehicular access) to allow the site to be open to members of the public as a visitor attraction or to be used for retail sales direct to the public</p>	
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	<p>The Council RESOLVED to accept the planning report.</p> <p>b) Green Belt Assessment Plan Cllr Brownridge attended WDC’s Green Belt stakeholder seminar on 17 March. WDC needed to be able to prove that they had carried out a thorough and serious assessment of the Green Belt otherwise their attempts to meet their housing targets outside the district eg in Aylesbury were likely to be challenged. Ove Arup presented the findings of their assessment of all the Green Belt areas in Bucks as well as non Green Belt land that might be considered for inclusion in the Green Belt. They had assessed each Green Belt area against the 5 NPPF purposes for the Green Belt in order to determine how strongly the area in question met Green Belt purposes. They had identified 31 areas which in whole or in part scored weakly against the NPPF purposes, only 6 of which were in Wycombe district. These areas would be considered again in part 2 of the assessment, this time by the relevant District Councils, to determine whether “exceptional circumstances” existed to justify any alterations to the Green Belt boundary.</p> <p>The Green Belt areas in Little Marlow had been identified as meeting the NPPF purposes strongly so would not be up for consideration apart from a small sub-area, east of Coldmoorholme Lane/Upper Thames Way, which scored weakly and which would therefore be up for consideration. The Green Belt Assessment report can be found on the WDC website. http://www.wycombe.gov.uk/council-services/planning-and-buildings/planning-policy/new-local-plan/supporting-evidence.aspx</p> <p>c) Petition regarding Parish Council appealing Planning Decisions. The Council RESOLVED to support this petition set up by Minster PC to allow Parish Council’s to appeal against decisions made by Planning Authorities</p>	
391/16	<p>8. Burial Ground Consideration of amending regulations which allows non-parishioners to be interred. Concern was expressed that the Cemetery is getting full and it should be preserved for parishioners only. The Clerk made comment that should the Council decide not to allow non-parishioners to be interred in the cemetery, it would impact on the current 2016/17 budget. It was RESOLVED not to change the regulations at present and to re-examine this proposal in more detail in October, when the budgets for 2017/18 are set. It was also NOTED that signage needs to be put up on the bins.</p>	Clerk
392/16	<p>9. Allotments – consideration of price increase for 2017/18 season. It was RESOLVED that the tenancy cost needed to be increased to reflect the increase in water and maintenance costs of the Allotment. It was AGREED to undertake a cost analysis on the Allotments to ensure the rental charge correctly reflected the cost to maintain.</p> <p>b) Grass Cutting on the communal areas of the Allotment It was RESOLVED to use LMPC’s current Grass Cutting Contractor to cut the grass in this area.</p>	Clerk Clerk
	<p>County Councillor David Watson arrived.</p>	

393/16	<p>10. The Pavilion & Rec Grd. a) RoSPA annual inspection 2016 It was RESOLVED to undertake the annual RoSPA inspection. b) ARD Quarterly Playground Inspections 2016/17 It was RESOLVED to continue with the quarterly inspections.</p>	Clerk
394/16	<p>11. Abbotsbrook Hall a) AB Licence update for NOTE Cllr Fitchew and the Clerk had met with a resident on site to discuss the non-payment of the AB Licence. This dialogue was positive. The Clerk was pleased to report that we had more payments of the licence. b) Car Park repairs update for NOTE As delegated by Council in February's meeting, Cllr Fitchew and the Clerk appointed a Contractor to undertake the necessary repairs to the car park. It was hoped this project would be completed by May and therefore result in full payment of AB Licences.</p>	
395/16	<p>12. Action Plan a) Review of Action Plan 2015/16 It was NOTED that a lot had been achieved by the Council but some projects have rolled into 2016/17. A priority was the maintenance of memorial stones at the Burial Ground. b) Consideration of Priorities for Action Plan 2016/17 It was NOTED that there were quite a lot of projects already listed. It was AGREED that any new proposals should be sent to the Clerk. This new plan would be decided at the 17th May meeting.</p>	Clerk
396/16	<p>13 Review of Risk Assessments In accordance with Parish Council Audit Governance, LMPC's risk assessments were reviewed by the Chairman and the Clerk. Certain areas were identified that needed action. The Council RESOLVED to accept the Risk Assessments and their findings.</p>	
397/16	<p>14. Newsletters – delivery of Spring 2016 Newsletter. The Clerk reminded Cllrs the deadline for articles would be Friday 8th April. It was AGREED to make sure delivery of the newsletters was undertaken before the APM on 27th May 2016.</p>	Clerk
398/16	<p>15. Little Marlow Lakes Country Park update on current situation. The Chairman referred to correspondence received from the Little Marlow Lakes Country Park Partnership (LMLCP) and the subsequent correspondence from Dominic Grieve MP and WDC Cllr David Johncock. This was in relation to Thames Water submitting an Enforcement Undertaking Offer to the Environment Agency (EA) in lieu of the EA pursuing prosecution through the courts. This money would allow Thames Water to donate funds to local environmental projects such as the Little Marlow Lakes Country Park. The Council heard representations from the Chairman of the LMLCP in regards to this proposal. This proposal was discussed at great length. Concern was expressed about the Council expressing a view on the proposal while the EA were currently in litigation proceedings with Thames Water regarding pollution incidents which have occurred around the Little Marlow area. It was considered important that Thames Water should be held accountable. Opinions were heard in support of the proposal as it could potentially benefit local projects particularly the Country Park. After considerable discussion the Council RESOLVED that due to the fact that the EA has the option of accepting an Enforcement Undertaking Offer within current legislation, it would be for the EA to decide on the appropriate course of action. It</p>	

	was felt it would be inappropriate for LMPC to influence any decision whilst legal proceedings were taking place. LMPC would fully support the decision of the EA on their course action in regards to Thames Water, should this be a prosecution or accepting an Enforcement Undertaking Offer. It was AGREED to write to Dominic Grieve and David Johncock to inform them of the Council's decision.	
399/16	16. LaFarge Tree Restoration Project for NOTE The Clerk informed Council that messages had been left for Andy Cadell but he hadn't responded as yet. This was NOTED .	Clerk
400/16	17. Insurance for 2016/17 – Consideration of quotation for annual insurance provision. The Clerk informed the Council that only one provider had submitted a quote. It was AGREED to delay this decision to the May meeting when more quotes had been obtained,	
401/16	18. Annual Parish Meeting – consideration of speaker and format It was AGREED to try and get a speaker from Bucks County Council and invite other participation.	
402/16	19. Reports from outside bodies a) WDALC Training Cllr Brownridge was unable to attend the WDALC meeting on 17 March as it coincided with the Green Belt assessment seminar. The minutes of the meeting have since been circulated. Cllr Brownridge and the Clerk attended the Financial and Audit training organised by WDALC on 15 March. They both found it useful and were pleased to report that Council was following the correct procedures. Cllr Brownridge drew attention to forthcoming training being organised by WDALC: Planning on Wednesday 20 April and Insurance, Risk Assessments and Health and Safety Requirements on 19 May b) Marlow Society Cllr Morton attended. The meeting with Penelope Tollitt hasn't taken place yet. Marlow Town Council has increased their precept by 13%. Wycombe Air Park has extended its lease at Booker. c) SLCC Clerk Bucks Branch Meeting Discussion amongst Clerks regarding the push for additional housing. MK Clerks reported three options for the development of 'another MK' size development. This could be built on the other side of the M1 at Junctions 14/15 or in the South East and South West of MK. This option would take development as far as AVDC area. Concerns was expressed that District Councils didn't seem to be communicating with one another in the development of their respective Local Area Plans. The general consensus was that AVDC would be asked to take the overspill of development from other District Councils such as South Bucks, WDC and Luton. A presentation on the Local Council Award Scheme. West Bletchley and Buckingham had achieved Quality Gold and LMPC Quality Status. Though these awards did not bring any significant financial gain, all Councils felt it has provided knowledge that 'best practice' was being adhered too and had helped Councils focus on projects and budgeting. It was felt that Gold status suited larger Councils. d) WDC Clerks Meeting Very poorly attended. Presentations from WDC on Financial Planning and the pressures which have been put on them from Central	

	<p>Government – this represents a reduction of 43%. Only a small number of parish councils didn't put up their precept. WDC increased its Council tax for the first time in six years. Further presentations were given from the Chiltern Conservation Board and BCC.</p> <p>e) SLCC Practitioners Conference A great conference and definitely worth attending. There were lots of relevant topics and information which can assist Clerks and their Councils,</p> <p>f) Abbey Barns Liaison Group, 29 February Cllr Brownridge represented the Parish Council. Much of the discussion centred on the impact on local infrastructure. Hambleden were aiming to submit their pre-application for the ski slope site soon. The draft development brief for the Abbey Barn South site would go out for publication soon. This would be a 6 week process. After that, the development brief would go to Cabinet. If it was adopted, Berkeley's hoped to submit the pre-application to WDC towards the end of the year.</p> <p>g) Marlow Civic Service, 28 February Cllr Brownridge represented the Parish Council at this service at All Saint's church.</p> <p>h) WDC Civic Reception, 30 March Cllr Brownridge represented the Parish Council at this reception at Wycombe Abbey School.</p> <p>I) WDC Rural Forum Cllr Emmett attended. Discussion regarding the conversion of farm buildings to residential accommodation now didn't need planning permission to go ahead.</p>	
403/16	<p>19. Correspondence to the Council Correspondence had been received from Cllr Johncock and Dominic Grieve MP in relation to the Country Park. It was NOTED that replies would be sent as RESOLVED in Agenda Item 15</p>	Clerk
404/16	<p>20. Public Participation County Cllr David Watson was pleased to hear that the VAS was finally being manufactured but was disappointed it had taken so long. The Clerk gave information of new signage on Sheepridge Lane and a new surface on the bends. Hopefully once the VAS is installed the road will have fewer accidents. Cllr Watson is co-ordinating on behalf of BCC improvements in road surfacing and pavements and the requirement for the inclusion of additional double yellow lines. Should the Parish Council have any priorities, please let him know. Cllr Watson hopes to have a further Thames Water Liaison Meeting in May. He felt it would be a good opportunity to support the provision of an Enforcement Order from Thames Water to secure the long term legacy of the Country Park as this area could be potentially threatened with development.</p>	
405/16	<p>Items to be included on next Agenda – 5th April Trees have been marked by the land owner along Pound Lane. Concern has been expressed on the potential felling of some of these trees.</p>	
406/16	<p>Dates of Future Meetings 17th May Annual Council Meeting and Council Meeting, 27th Annual Parish Meeting</p>	
It was NOTED that Cllr Falk, Cllr Fitchew and Cllr Randall gave their advanced apologies		

for the May meeting.

There being no further business to be transacted the meeting was closed at 9.50pm

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

Signed:
Chairman

Date: