

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on 15<sup>th</sup> January 2015 at  
The Pavilion, Little Marlow commencing at 8pm

CONFIRMED

<b>Present:</b> Cllr B Wallis (BW) Cllr V Brownridge (VB) Cllr P Emmett (PE)		Cllr J Downes (JD) Cllr R Taylor (RT) Cllr R Mash (RM)
Mrs E Marsden Parish Clerk		3 Members of the public present
<b>The Attendance Sheet was duly signed</b>		
Minute Ref:	Agenda Item	Action
151/15	<b>Due to the Chairman and Vice Chairman being absent, a vote was taken for a Chairman for the meeting - as per LMPC's Standing Orders. It was RESOLVED that Cllr Emmett would be Chairman for the meeting and he took the chair.</b>	
152/15	<b>1. Apologies for Absence</b> Apologies were received and accepted from Parish Councillors' D Banfield, G Fitchew and from District Councillors' J Savage and D Johncock.	
153/15	<b>2. Declarations of interest – personal or prejudicial</b> Cllr Brownridge and Cllr Downes declared an interest in Agenda Item 13 as they both were on the Country Park Committee in different roles..	
154/15	<b>3. To approve Minutes of previous meeting.</b> The Council <b>RESOLVED</b> to accept the minutes of previous meeting with a few minor amendments, held on the 4 <sup>th</sup> December 2014.	
155/15	<b>4. To take Reports from those minutes for NOTE.</b> (142/14) Cllr Wallis asked about the padlock for the allotment gate. As this hadn't been actioned, Cllr Emmett <b>AGREED</b> to install one on behalf of the Clerk. (143/14) Cllr Brownridge enquired about quotes for the War Memorial. The Clerk informed the Council that one had been received. Cllr Downs <b>AGREED</b> to obtain a second quotation. (148/14) Cllr Wallis enquired regarding the rubbish collection at Riverside. The Clerk informed the Council that WDC had agreed to use a small transit collection vehicle.	PE  JD
156/15	<b>5. Finance</b> <b>a) Approve Income and Expenditure for November and December 2014.</b> <b>November 2014</b> Total Payments                      Total Receipts £3,115.69                                      £2,405.75 <b>December 2014</b> Total Payments                      Total Receipts £16,042.18                                      £2,852.42	





	Road Safety Team.  This report was <b>NOTED</b> .	
<b>160/15</b>	<b>9. Clerk</b> a) Confirmation satisfactory probation period has been completed. It was <b>RESOLVED</b> that the Clerk had completed a satisfactory probation period. b) Increase in salary for Clerk in line with NALC recommendations It was <b>RESOLVED</b> to increase the Clerk's salary in line with NALC's recommendations. c) Attendance of Cemetery Management & Compliance Course – BALC 18 <sup>th</sup> Feb It was <b>RESOLVED</b> that the Clerk would attend the Cemetery Management & Compliance course.	
<b>161/15</b>	<b>10. Renewal of gas contract for The Pavilion and Abbotsbrook Hall</b> The Clerk gave information on three quotations for the renewal of the gas for The Pavilion and Abbotsbrook Hall. There was a view expressed that the prices could fall further and it may be fortuitous to wait. Cllr Downes volunteered assistance in obtaining a good contract for the Council. The Council <b>RESOLVED</b> to delegate the decision for a new gas contract to the Clerk and Cllr Downes.	Clerk / JD
<b>162/15</b>	<b>11. Consideration of raising height barrier to Rec Grd to accommodate Groundman's new vehicle</b> The Clerk read a letter received from Mr Tedman from LMCC regarding seeking permission to raise the barrier at the entrance to accommodate his new vehicle. Mr Tedman confirmed in his letter that there wouldn't be any cost to the Council to undertake this work. The Council <b>RESOLVED</b> to give Mr Tedman permission to make any necessary alterations to the height of the barrier. Cllr Mash made comment that the whole entrance to The Pavilion Car park needed improvement. It was <b>AGREED</b> that this would be considered at future meeting.	RM next meeting
<b>163/15</b>	<b>12. Devolved Services</b> <b>a) Confirmation of LMPC devolved budget for 2015/16</b> Cllr Brownridge reported that she and the Clerk had attended a meeting with Ms Donna Boardman from BCC. In the meeting Ms Boardman confirmed that guaranteed funding will only be for Parish Councils who undertake Devolved Services in the 1 <sup>st</sup> tranche starting in April 2015. She confirmed that the contract is for four years, however there was an 'opt out' after the first 12 months. Should LMPC go ahead, they would be responsible for: <ul style="list-style-type: none"> <li>- Road signage cleaning and small repairs</li> <li>- Rights of Way (including footpaths)</li> <li>- Grass cutting</li> <li>- Hedgerow enforcement</li> <li>- Maintenance of Slips (called Grips by BCC)</li> <li>- Aggressive vegetation maintenance c</li> </ul> There were a number of questions which Ms Boardman would	

	<p>confirm later:</p> <ul style="list-style-type: none"> <li>- Insurance provision required for Contractors</li> <li>- Daft Agreement</li> <li>- Map of ROW's</li> <li>- Detailed grass maps.</li> </ul> <p>From the information which Ms Boardman could provide the grass cutting was very minimal and the rest of the services, LMPC provides currently. There was concern expressed that should LMPC not undertake an agreement these areas of maintenance around the parish would be eventually phased out by BCC and the parish would suffer. After much discussion it was <b>RESOLVED</b> that LMPC would enter into the 1<sup>st</sup> tranche Devolved Services Contract with BCC.</p>	<p>Clerk to send registration form</p>
<p>164/15</p>	<p><b>13. Little Marlow Country Park</b></p> <p><b>a) Consideration of LMPC being recipient of S106 monies from WDC on behalf of Country Park Committee.</b></p> <p>The Clerk gave information that WDC had some Section 106 money which has been allocated to the Country Park Partnership. Unfortunately the Country Park don't meet WDC's criteria as the partnership are not a charity or trust. WDC need to allocate this money soon as there is a risk that this money could be used for other projects. The Clerk gave information on the areas which the Council should consider should they wish to go ahead.</p> <ul style="list-style-type: none"> <li>- A separate bank account would be needed</li> <li>- A formal agreement would be needed.</li> <li>- The Country Park Partnership would be subjected to the same financial controls as LMPC</li> <li>- More administration for the Council office.</li> </ul> <p>The Chairman gave permission for Mr Mike Overall to speak from the public gallery to give more information.</p> <p>Mr Overall gave details of the projects the Country Park Partnership would like to achieve. They include:</p> <ul style="list-style-type: none"> <li>- Maintaining the ROW</li> <li>- Signage – including the Spade Oak Car park</li> <li>- Fishing pontoons</li> <li>- Trim trail</li> <li>- Tools for volunteers</li> </ul> <p>Mr Overall believed that the Council's role would be as an 'over seeing' role, and understood the need to formalise an agreement. The Council expressed concerns regarding the ownership of the land and whether a lease had been obtained?</p> <p>Mr Overall confirmed that they were actively working with land owners to get the necessary permissions in place.</p> <p>Concern was expressed by Councillors that there was a real risk that this money could be lost and to ensure that this doesn't happen, the Council <b>RESOLVED</b> to set up a separate bank account for the payment of the S106 monies from WDC.</p> <p><b>b) Consideration of Legal Agreement from WDC and administration of scheme.</b></p> <p>The Council felt that the sample agreement which WDC had provided didn't really reflect the situation of a parish council receiving S106 money on behalf or another organisation. It was therefore <b>AGREED</b> that a better agreement should be sought.</p> <p><i>**Cllr Downes and Cllr Brownridge did not take part in the decisions**</i></p>	<p>Clerk</p> <p>Clerk</p>

165/15	<p><b>14 Consideration of registering for new Local Council Award Scheme which replaces Quality Council Status</b>  LMPC had previously held Quality Status and would be eligible for the new scheme at Foundation level. Cllr Brownridge informed the Council that to move to the new Award a number of criteria would need to be met which LMPC need to update. It was <b>RESOLVED</b> that LMPC would apply for the Local Council Award and Cllr Brownridge would liaise with the Clerk to enable this to move forward.</p>	Clerk / VB
166/15	<p><b>15. Chepping Wycombe Local Area Forum</b>  <b>a) Consideration of any projects within Little Marlow Parish to be considered for funding in 2015/16 financial year</b>  After discussion it was <b>RESOLVED</b> to apply for funding to improve road safety in Sheepridge Lane.  Should the project be eligible, consideration would be given to the improvements to The Pavilion entrance from Church Road.</p>	Clerk
167/15	<p><b>16. Reports from meetings</b>  <b>WDALC meeting and AGM, 11 December – Cllr Brownridge</b></p> <ul style="list-style-type: none"> <li>- Reminder that WDALC will be running a Legal Issues training course on 16 March. Will run a training course on “Being a Parish Councillor” in June/July, primarily for new Councillors but existing Councillors also welcome. Arranging a course in the autumn on the management of allotments. Also looking into the possibility of running one on management of cemeteries.</li> <li>- Brian Swain elected as new Chairman. Positions of Vice Chairman and Secretary not filled as no-one seemed willing to propose anyone present. Deferred till next meeting.</li> </ul> <p><b>Reserves Sites Liaison Group Meeting, 8 January – cllr Brownridge</b></p> <ul style="list-style-type: none"> <li>- Attended Reserves Sites Liaison Group meeting on 8 January.</li> <li>- Attended by the Liaison Groups for all 5 sites. Purpose was to discuss draft Terms of Reference put together by WDC drawing on the feedback from the Reserve Sites Stakeholders workshop which Cllr Downes and I attended on 30 September.</li> <li>- Meeting suggested quite a few improvements and amendments to the Terms of Reference. WDC will now finalise them and publish them.</li> <li>- First meeting of Abbey Barn South and North Liaison Group will be on 12 February. There will also be a workshop on the two Abbey Barn sites at John Hampden School on Saturday 28 February from 10.00-16.30 which will be open to the wider public.</li> <li>- Confirmed that there are developers interested in all 5 sites.</li> </ul> <p><b>Marlow Community Forum, 29 October – Cllr Brownridge</b></p>	

	<p>- Represented Council at Meeting of Marlow Community Forum on 14 January.</p> <p>Marlow TC held meeting of a new Flood Working Group. Attended by Thames water, EA, Fire and Rescue, Police, BCC and WDC. Putting together a Community Action Plan and looking at setting up a 24/7 hotline</p> <p>These reports were <b>NOTED</b></p>	
<b>168/15</b>	<p><b>17. Energy and insulation reports for The Pavilion and Abbotsbrook Hall</b></p> <p><b>a) Consideration of reports and recommendations made.</b></p> <p>It was considered that the reports had some good recommendations which would be beneficial to both village halls. It was <b>RESOLVED</b> to set up a working party for each hall to implement some of the recommendations. Cllr Emmett and Cllr Downes would be on the Pavilion and volunteers needed for Abbotsbrook Hall</p>	PE/JD Need Cllrs for AB Hall
<b>169/15</b>	<p><b>18. Road Safety concerns by Little Marlow Running Track / Westhorpe Farm Lane</b></p> <p>Cllr Mash informed the Council that a number of minor accidents had happened at the turning to the new Athletics Track. There is also damage to the pedestrian island. It was <b>AGREED</b> that the Clerk would send a letter to BCC Highways express LMPC's concern.</p>	Clerk
<b>170/15</b>	<p><b>19. Correspondence to the Council</b></p> <ul style="list-style-type: none"> <li>- WDC Planning Officer regarding Liptons Yard</li> <li>- MrTedman – LMCC regarding entrance barrier</li> </ul> <p>This was <b>NOTED</b>.</p>	
<b>171/15</b>	<p><b>20. Public Participation – maximum 15 minutes</b></p> <p>Concern was expressed that the Little Marlow Trust were not fulfilling their conditions relating to the planning of the footpaths. There was disappointment with Mr Brocklehurst from WDC who didn't seem to be very receptive to the concerns expressed. There was also a rumour of possibility of solar panels being put in the land near the running track.</p> <p>Cllr Wallis <b>AGREED</b> to contact the Planning Officer – Lucy Bellinger to get an update on the situation.</p>	BW
<b>172/15</b>	<p><b>21. Dates for future meetings:</b></p> <p>26<sup>th</sup> February, 9<sup>th</sup> April, 14<sup>th</sup> May</p>	
There being no further business to be transacted the meeting was closed at 9.15pm		

**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

Signed: .....  
Chairman

Date: .....