

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on 17<sup>th</sup> May 2016 at  
The Pavilion, Little Marlow commencing at 8.00pm

### UNCONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman Cllr P Emmett (PE)		Cllr A Falk (AF) Cllr K Acres (KA) Cllr J Downes (JD)								
Mrs E Marsden Parish Clerk		8 Members of the public present								
<b>The Attendance Sheet was duly signed</b>										
Minute Ref:	Agenda Item	Action								
407/16	<b>1. Apologies for Absence</b> Apologies were received and accepted for Cllr Morton, Cllr Randall, Cllr Fitchew, Cllr Acres. District Councillors Johncock and Watson.									
408/16	<b>2. Declarations of interest – pecuniary or prejudicial</b> Cllr Mash regarding Planning Application 16/05888/FUL Westhorpe House									
409/16	<b>3. To approve Minutes of Full Council Meeting held on 5<sup>th</sup> April 2016</b> The Council <b>RESOLVED</b> to accept the minutes and they were duly signed by the Chairman.									
410/16	<b>4. To take Reports from those minutes for NOTE</b> VAS – to be installed the end of May LaFarge / Tarmac trees – still no word from Mr Cadell regarding the trees. Clerk to chase up.	<b>EM</b>								
411/16	<p><b>5. Finance</b></p> <p><b>To approve Income and expenditure for April 2016</b> It was <b>RESOLVED</b> to accept the financial report for February</p> <p><b>Bank Accounts Totals – April 2016</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Current Account:</td> <td style="text-align: right;">£37,173.62</td> </tr> <tr> <td style="padding-left: 20px;">Petty Cash:</td> <td style="text-align: right;">£345.55</td> </tr> <tr> <td style="padding-left: 20px;">Reserves Account:</td> <td style="text-align: right;">£39,443.37</td> </tr> <tr> <td style="padding-left: 20px;">Precept Account:</td> <td style="text-align: right;">£5,584.12</td> </tr> </table> <p>Full breakdown of each individual expenditure and income is available in <b>Appendix 1</b> attached</p> <p><b>b) Approval of the minutes from the 13<sup>th</sup> April Budget Meeting</b> The Council <b>RESOLVED</b> to accept the minutes of the Budget Meeting.</p> <p><b>c) To consider and approve Internal Auditors report.</b> It was <b>RESOLVED</b> to approve Internal Auditors report which confirmed compliance on the Annual Return.</p>	Current Account:	£37,173.62	Petty Cash:	£345.55	Reserves Account:	£39,443.37	Precept Account:	£5,584.12	
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	<p><b>d) To approve end of year accounts for the Annual Return 2015/16 and Annual Governance Statement.</b>  The Council <b>RESOLVED</b> to approve the end of year accounts for the Annual Return and <b>RESOLVED</b> compliance on the Annual Governance Statement. The Chairman and Clerk then duly signed both documents.</p>			
412/16	<p><b>6. Planning Report</b>  <b>a) Consideration of Planning Applications and Decisions</b></p>			
	<p><b>App. No.</b></p>	<p><b>Location</b></p>	<p><b>Description</b></p>	<p><b>LMPC Comment</b></p>
<p><u>16/06265/C</u> <u>TREE</u></p>	<p>White Cottage The Avenue Bourne End</p>	<p>Fell T2 Leyland Cypress</p>	<p>Tree Comment</p>	
<p><u>16/06249/C</u> <u>TREE</u></p>	<p>Bourne Court Abbotsbrook Bourne End</p>	<p>Tip reduce one-sided crown of T1 Poplar by 1.5 metres on the side that is growing toward the neighbouring property.</p>	<p>Tree Comment</p>	
<p><u>16/06223/C</u> <u>TREE</u></p>	<p>The Old Vicarage Church Road Little Marlow</p>	<p>Fell T1 Sycamore, tree T2, and T3 Yew</p>	<p>Tree Comment Additional comment to WDC regarding the felling of a number of Yew</p>	
<p><u>16/06183/F</u> <u>UL</u></p>	<p>Copper Beech Marlow Road Bourne End</p>	<p>Householder application for removal of chimney, alterations of existing porch, conversion of existing garage, insertion of 3 x roof lights to front roof slope &amp; construction of 2 x rear dormer windows in connection with loft conversion to create additional living accommodation &amp; alter front facade to be painted in white/cream on ground floor &amp; vertical, hanging tiles at first floor and rear elevation painted in white/cream.</p>	<p>The Parish Council had no objection</p>	
<p><u>16/05888/F</u> <u>UL</u></p>	<p>*Westhorpe House Westhorpe Park Little Marlow</p>	<p>Change of use from offices (use class B1(a)) to a Veterinary Referral Hospital (use class D1) with associated internal alterations, creation of external enclosed dog runs, landscaping and fenestration alterations to the Coach House</p>	<p>The Parish Council has in principal no objection to this application, however we would like enforceable planning conditions put in place to protect neighbouring properties from unnecessary noise intrusion: - Adequate sounding</p>	

	<u>16/06055/F</u> <u>UL</u>	The Old Vicarage Church Road Little Marlow	Householder application for construction of front boundary wall and replacement entrance gates including alterations to vehicular cross-over from Church Road	proofing on the building to protect against dogs barking. this of particular importance within the Coach House as it is very close to residential properties at Westhorpe Park. - Ensure the dog runs have adequate sound proofing to guard against noise. - Concern regarding vehicle movements at night and the impact this may have on residents of Westhorpe Park.  The Old Vicarage is within a conservation area and the Council would like to see flint inserts put into the wall so it is in keeping with the village. The proposed height of the wall is higher than the existing wall. In the interests of maintaining the street scene of the village, we would recommend that this is at the kept at the same height.	
	<u>16/06056/L</u> <u>BC</u>	The Old Vicarage Church Road Little Marlow	Listed building application for construction of front boundary wall and replacement entrance gates including alterations to vehicular cross-over from Church Road	The Parish Council wishes that any alterations to The Old Vicarage conform with Listed Building Regulations.	
	<u>16/06021/F</u> <u>UL</u>	Chelton Electrost atics Pump Lane North Little Marlow	Demolition of existing structures in association with the use of the site by Cobham for research and development and erection of 2 x 5 bedroom dwellings with carports, defined curtilages and peripheral landscaping	The Parish Council had no objection	
	<u>16/06098/C</u> <u>TREE</u>	Leafdell Farm Road Bourne End	Reduce H1 lapsed Beech hedge by 2 metres	Tree Comment	
	<u>16/06048/L</u> <u>BC</u>	Westhorpe House	Listed Building application for the	The Parish Council wishes that any	

		Westhorpe Park Little Marlow	creation of external enclosed dog runs, landscaping and fenestration alterations to the coach house	alterations to Westhorpe House conform with Listed Building Regulations.	
	<u>16/06014/F</u> <u>UL</u>	Orchard Croft The Drive Bourne End	Householder application for construction of front porch extension, rear extension following removal of existing rear conservatory, installation of 2 x balconies to first floor rear, extension & alterations to rear terrace and external works & fenestration alterations. Creation of tennis court and associated enclosure.	Resolved to delegate to Cllr Fitchew	
	<u>16/06033/C</u> <u>TREE</u>	Fir Trees 26 Oakfield Road Bourne End	Reduce G1 4 x Conifers at the front to ground level	Tree Comment	
	<u>16/05991/C</u> <u>TREE</u>	Manorton Church Road Little Marlow	Fell Leylandii	Tree Comment	
	<u>16/05943/T</u> <u>PO</u>	The Sanctuary Abbotsbrook Bourne End	Fell Horse Chestnut	Tree Comment	
	<u>16/05808/F</u> <u>UL</u>	Westward The Close Bourne End	Householder application for construction of two storey side extension, insertion of 2 x dormers & replace existing dormer to front with rendering to existing rear dormer all in connection with additional rooms in roofspace & new front porch. Rendering to all existing elevations & widening of existing driveway	The Parish Council had no objection	
	<u>16/05664/F</u> <u>UL</u>	Water Meadow The Drive Bourne End	Construction of detached garden shed	The Parish Council had no objection	
	<u>16/05847/C</u>	Land	Reduce rightmost stem	Tree Comment	

<p><u>TREE</u></p>	<p>Adjacent Bourne Court The Avenue Bourne End</p>	<p>of Willow to 6 metres</p>		
<p>* In regards to the application 16/05888/FUL. The applicants presented to the Council regarding their plans for Westhorpe House. They were able to answer questions from Councillors and the general public and agreed to come to the Annual Parish Meeting and provide a display of their plans.</p>				
<p><b>Additional planning applications considered at the meeting:</b></p>				
<p>16/06310 /FUL</p>	<p>16 Burroughs Crescent Bourne End</p>	<p>Householder application for construction of two storey front extension</p>	<p>Resolved to delegate to Cllr Fitchew</p>	
<p>16/05771 /FUL</p>	<p>Trees The Avenue Bourne End</p>	<p>Amended Plans 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</p>	<p>The Parish Council had no objection</p>	
<p><b>Decisions</b></p>				
<p><i>Case Ref:</i> <b>16/05182/CLP</b>    <i>Decision</i> Grant Certificate of Proposed Use    <i>Date:</i>    <b>15/04/2016</b></p>				
<p><i>Address:</i> Stallworthy Westhorpe Park Little Marlow Buckinghamshire SL7 3RQ</p>				
<p><i>Proposal:</i> Certificate of lawfulness for proposed erection of single storey detached</p>				
<p><i>Case Ref:</i> <b>16/05678/MIN</b>    <i>Decision</i> Application Permitted</p>				
<p><i>Address:</i> The Old Vicarage Church Road Little Marlow Buckinghamshire SL7 3RT</p>				
<p><i>Proposal:</i> Proposed non-material amendment to permission for change of use of coach house to 3-bed detached dwelling with associated parking &amp; landscaping (alternative scheme to pp 14/05536/FUL) granted under planning ref: 15/07148/FUL</p>				
<p><i>Case Ref:</i> <b>16/05547/FUL</b>    <i>Decision</i> Application Permitted    <i>Date:</i>    <b>18/04/2016</b></p>				
<p><i>Address:</i> The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ</p>				
<p><i>Proposal:</i> 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</p>				

	<p>access, replacement wrought iron gates to main entrance and new solid timber boarded pedestrian gate onto Pound Lane</p> <p><i>Case Ref: 16/05548/LBC Decision</i> Application Permitted  <i>Address:</i> The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ  <i>Proposal:</i> 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</p> <p><i>Case Ref: 16/05656/CTR Decision</i> Not to make a Tree Preservation Order <i>Date: 19/04/2016</i>  <i>Address:</i> White Cottage The Avenue Bourne End Buckinghamshire SL8 5RD  <i>Proposal:</i> 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 in the future.</p> <p><i>Case Ref: 16/05441/FUL Decision</i> Application Permitted  <i>Address:</i> 3 Elm Lane Bourne End Buckinghamshire SL8 5PF  <i>Proposal:</i> Householder application for construction of single storey side extension and erection of gates and brick pier</p> <p>The Council <b>RESOLVED</b> to accept the planning report.</p> <p><b>b) To consider a response to the Consultation on Proposed Abbey Barn South Development</b></p> <p>Concern was expressed regarding the pressure this would bring on transport infrastructure and the sewerage utilities. It was <b>RESOLVED</b> for Cllr Brownridge to formulate a response on behalf of LMPC.</p> <p>The Chairman then brought forward correspondence from Marlow Water Ski Club regarding the provision of a ‘brown’ sign which directs visitors to the centre. A Member of the Water Ski club gave a short presentation on why it was needed. The Council <b>RESOLVED</b> that they were in favour of the provision of a brown sign, with Marlow Water Ski Club on it - provided it met all BCC’s requirements for signage.</p>	
413/16	<p><b>7. Allotments</b></p> <p><b>a) Consider cost analysis in relation to price increase for 2017/18</b></p> <p>The Clerk gave information on the proposed increase and the questions which allotment holders had raised, regarding the proposed increase. The Council <b>RESOLVED</b> to increase the rental by £10 per plot in 2017/18.</p>	
414/16	<p><b>8. The Pavilion &amp; Rec Grd.</b></p> <p><b>a) Consideration of new Pavilion Heating.</b></p> <p>There had been problems with the heating failing again. After further investigation the pump was replaced. It was advised by Heating Engineers that the boiler would need replacing and re-housing inside the Pavilion. It was <b>RESOLVED</b> that should the heating fail again a</p>	Clerk

	<p>new boiler and heating system would be installed.</p> <p><b>b) Consideration of donated tree for the Recreation Ground.</b> The Council <b>AGREED</b> in principal to accepting the tree subject to finding a suitable spot in either the Cemetery or Recreation Ground.</p>	
415/16	<p><b>9. Abbotsbrook Hall</b></p> <p><b>a) Consideration of clean of outside the building</b> It was <b>RESOLVED</b> to accept the quotation to have the outside of the building cleaned.</p> <p><b>b) Car Park repairs update for NOTE</b> Car park has been completed and we have had two further licence payments from residents of Well End Cottages.</p> <p><b>c) Installation of new boiler</b> The heating had failed and a new Boiler had to be installed immediately. The Council <b>RESOLVED</b> to accept this retrospective action as it was emergency as outlined in the Financial Regulations.</p> <p><b>d) Installation of the Projector Screen for NOTE</b> This has been installed.</p>	
416/16	<p><b>11. Action Plan.</b></p> <p><b>b) Consideration of Action Plan 2016/17</b> It was <b>RESOLVED</b> to accept this Plan for the coming year.</p>	
417/16	<p><b>12. Consideration of new electricity prices for the Pavilion, Abbotsbrook Hall and Street Lights</b> The Council <b>RESOLVED</b> to accept the prices for the new Electricity Contracts and to remain with SSE.</p>	
418/16	<p><b>13. Insurance for 2016/17.</b> The Council considered the three proposals and <b>RESOLVED</b> to accept the quotation from Zurich Insurance for one year.</p>	Clerk
419/16	<p><b>14. Nominations for the Geoffrey Moss Memorial Rose Bowl.</b> It was <b>RESOLVED</b> that the recipient of the Rose Bowl for 2016/17 would be Mr Dallas Banfield. This is in recognition for his long service to the community.</p>	
420/16	<p><b>15. Contract for Grass Cutting and Burial Ground – Approval of Contract document.</b> After discussion, it was <b>AGREED</b> to defer this decision to the next Council meeting to allow Members to study the documents in more detail.</p>	
421/16	<p><b>16. Contract for cleaning of the Pavilion – Approval of the Contract document.</b> The Council <b>RESOLVED</b> to accept the Contract document.</p>	
422/16	<p><b>17. Reports from outside bodies</b></p> <p><b>a) BALC Training</b> The Clerk attended a useful training session on preparing the Annual Return.</p> <p><b>b) WDALC Planning Training</b> Cllrs Morton and Brownridge attended this training. Both found it very useful. They asked what weight WDC gave to comments from Parish Councils as WDC had recently approved quite a few applications to which Little Marlow PC had objected. They were told that if WDC approves an application to which a PC has objected, the Case Officer's report should have answered the points raised by the PC. If this is not the case, PCs may ring or e-mail the case officer to ask why their comments do not seem to have been taken into account. The reason for approval could be because of the presumption in favour of development.</p>	

	<p><b>c) Marlow Community Forum</b> Cllr Brownridge represented the Parish Council at this meeting. Concern was expressed that the Ambulance Service had failed to give out the code for the defibrillator at Higginson Park when it was requested recently by someone trying to help a person who appeared to be having a cardiac arrest. Marlow Town Council are looking into why this happened</p> <p><b>d) Marlow Society</b> Cllr Morton not present so no report this month.</p> <p><b>e) Little Marlow School Working Party</b> A good meeting of the working party following the Council meeting on the 5<sup>th</sup> April. Action points for all participants to take the proposals forward. Still a problem with the lights on the school building.</p>	
423/16	<p><b>18. Website – Approval to continue with existing provider</b> It was <b>RESOLVED</b> to stay with existing website provider for another year. In the meantime, Cllrs Downes and Acres would continue to work on the improving the website.</p>	Clerk
424/16	<p><b>19. Annual Parish Meeting for NOTE</b> Clerk to provide Financial report, Chairman to provide report and Cllr Fitchew to provide planning report. Chairman to bring additional glasses. Clerk confirmed Agenda and invitations have been distributed.</p>	
425/16	<p><b>20. Correspondence</b></p> <p><b>a) Parishioner regarding road safety at the top of Winchbottom Lane.</b> The Council <b>AGREED</b> to ask TfB if there are any ideas to try and improve this section of Lane.</p> <p><b>b) Parishioner regarding Council Comments on Planning application 16/05793/FUL</b> An apology has been received and the item withdrawn.</p> <p><b>c) Parishioner regarding the selling of the Black Lion Pub, Well End</b> LMPC <b>AGREED</b> to support parishioner’s application to register the Black Lion Pub as a building with Community Asset Value.</p> <p><b>d) BMKALC Membership renewal</b> It was <b>RESOLVED</b> to renew membership.</p> <p><b>e) Target Magazine – consideration of donation.</b> It was <b>RESOLVED</b> to donate £50.00</p> <p><b>f) Fields in Trust documentation.</b> It was <b>AGREED</b> to defer this to next meeting.</p>	
426/16	<p><b>Public Participation</b></p> <p><b>Parishioner</b> – concern regarding tree work along from the Queens Head on Mr Weiss land. This work is ongoing and is the responsibility of the land owner and WDC Tree officer.</p> <p><b>Parishioner</b> – Traveller problems again towards Westhorpe Park. More preventive ‘landscaping’ has been put in place along the verges.</p> <p><b>Parishioner</b> – Litter on the bank facing onto the Westhorpe Park Road. Clerk will report to WDC/CDC Cleansing department.</p> <p><b>Parishioner</b> – Japanese Knot Weed along Coldmoorholm Lane. Clerk to report to BCC/ WDC.</p>	Clerk Clerk
427/16	<p><b>Items to be added to next Agenda</b></p> <p>Approval of Contract documentation for Open Spaces and Burial Ground.</p> <p>Consideration of Fields in Trust documentation.</p>	

<b>428/16</b>	<b>Dates of Future Meetings, 27<sup>th</sup> Annual Parish Meeting, 28 June, 26 July</b>	
There being no further business to be transacted the meeting was closed at 9.43pm		

**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: .....