

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on 4<sup>th</sup> December 2014 at  
The Pavilion, Little Marlow commencing at 8pm

CONFIRMED

<b>Present:</b> Cllr D Banfield (DB) – Chairman Cllr G Fitchew (GF) – Vice Chairman Cllr B Wallis (BW) Cllr V Brownridge (VB)		Cllr J Downes (JD) Cllr R Taylor (RT) Cllr P Emmett (PE) Cllr R Mash (RM)				
Mrs E Marsden Parish Clerk		1 Member of the public present				
<b>The Attendance Sheet was duly signed</b>						
Minute Ref:	Agenda Item	Action				
134/14	<b>1. Apologies for Absence</b> Apologies were received and accepted from Parish Councillor K Acres					
135/14	<b>2. Declarations of interest – personal or prejudicial</b> Cllr Wallis declared an interest in Agenda Item 9 as she is an allotment holder.					
136/14	<b>3. To approve Minutes of previous meeting</b> The Council <b>RESOLVED</b> to accept the minutes of the previous meeting held on the 30 <sup>th</sup> October 2014.					
137/14	<b>4. To take Reports from those minutes</b> None					
138/14	<p><b>5. Finance</b></p> <p><b>a) Approve Income and Expenditure for October 2014.</b></p> <p><b>October 2014</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Total Payments</td> <td style="width: 50%;">Total Receipts</td> </tr> <tr> <td>£6395.74</td> <td>£5105.50</td> </tr> </table> <p>After a couple of questions the income and Expenditure Report was <b>RESOLVED</b> by the Council.</p> <p>Unfortunately due to the Bank Statements not arriving on time, November's reconciled accounts were not available.</p> <p>It was <b>AGREED</b> to look at obtaining quotes for alternative suppliers of fire safety equipment next year.</p> <p><b>b) Approve budget and Precept request for 2015/16.</b> Cllr Fitchew presented the budget for consideration. There was discussion regarding elements of the budget proposed and it was <b>AGREED</b> that next year more written detail would be given regarding the allocation of funds to any specific requests submitted. It was <b>RESOLVED</b> to propose a precept of £42,064.80 for 2015/16</p>	Total Payments	Total Receipts	£6395.74	£5105.50	Clerk
Total Payments	Total Receipts					
£6395.74	£5105.50					

	<p><b>c) To nominate a Councillor to fill vacancy on Finance Committee</b> It was <b>RESOLVED</b> that Cllr Downes be appointed to this Committee.</p> <p><b>d) Revised Bank Charges &amp; formation of new access (precept) account.</b> The Clerk gave details that the bank charges would be stopped on LMPC's Petty Cash account. With the current account, bank charges will be removed provided an access account is set up which can be used for the payment of precept by WDC. This account would then fund the current account on a monthly basis and would ensure the current account meets Lloyds Bank mandate on the amount of turnover allowed - therefore preventing bank charges. The Council <b>RESOLVED</b> to set up a Precept account with Lloyds Bank.</p>	
139/14	<p><b>Planning</b> The Council <b>RESOLVED</b> to make the following comments:</p> <p><b>The Parish Council has no objection to the following planning applications:</b> 14/07512/FUL 2 Spade Oak Meadow Bourne End AMENDED PLANS Demolition of existing dwelling and erection of two storey 5-bed dwelling with integral double garage</p> <p><b>The Parish Council has No Objection to the following applications provided the work is undertaken under the guidance of the WDC Tree Officer.</b> <u>14/07984/CTREE</u> Brooksedge House The Drive Bourne End T1 Willow: Re-pollard T1 Willow at 2 metres; re-pollard T2 Willow at approximately 4 metres; re-pollard T3 Willow at 7metres; crown reduce T4 Willow by 25% / 2.5 metres, remove deadwood and snapped limb; remove dead stems from T5 &amp; T6 Ash; tip reduce T7 Ash giving approximately 1 metre clearance from house in order to prevent any damage to the roof.</p> <p><b>The Parish Council had no objection to this application provided the previous permission for the clearance of the site is adhered too.</b> <u>14/07706/FUL</u> Nissen Huts Wood Barn Farm, Pump Lane North, Little Marlow Erection of a single storey B1 building containing x 2 Office units &amp; 2 x storage units with associated landscaping &amp; parking, formation of rear access &amp; gate following demolition of existing 2 x Nissen Huts</p> <p><b>The Parish Council AGREED for Cllr Emmett to look at this application and make the consultee comment.</b> <u>14/07950/CTREE</u> The Old Forge Church Road Little Marlow Reduce down to one metre stump one x Walnut Tree (T1)</p>	PE

The Council **NOTED** the following decisions from Wycombe District Council.

**Applications permitted:**

App No	Location	LMPC response	WDC Permitted / Refused
14/07229/FUL	Skyview, Marlow Road, Bourne End	N/O	Permitted
14/07199/FUL	Monkton Barn, Monkton Lane, Little Marlo	N/O	Permitted
14/07437/FUL	The Grove, Marlow Road, Bourne End	N/O	Permitted
14/07425/LBC	The Old Cottage, Church Road, Little Marlow	N/O	Permitted
14/07479/CTREE	Streamside	N/O, provided the work carried out under WDC Officer	Not to make a TPO`
14/07592/CTREE	Little Marlow Parish Council	No comment made	Not to make a TPO

Cllr Wallis brought to the Councils attention that Wooburn and Bourne End's neighbourhood area application has been submitted. It was **AGREED** to write in support of this application and this could be done via email to [spatial\\_planning@wycombe.gov.uk](mailto:spatial_planning@wycombe.gov.uk),

The Liaison Groups are now being set up in regards to the release of the Reserve sites. A meeting is planned on either the 6<sup>th</sup> or 8<sup>th</sup> January to discuss setting up the groups Terms of Reference. Any interested party must register their interest to be included with in these groups by the 14<sup>th</sup> December. It was **AGREED** that Cllr Brownridge be nominated to participate in the Liaison Group discussing Abbey Barn South. Cllr Downes agreed to be Cllr Brownridge's deputy.

	<p>It was <b>NOTED</b> that the application 14/07383/FUL to South of Moor Cottages had been refused. The Council expressed its disappointment at this decision from Wycombe District Council</p>	
<b>140/14</b>	<p><b>7. Sub-Committee Reports</b></p> <p><b>a) Burial Ground – working party.</b> Cllr Brownridge gave details that the working party was very well attended with volunteers and a lot was achieved. Another working party will be scheduled around February 2015.</p> <p><b>c) The Pavilion</b> Cllr Emmett gave information that work has started on the trees around the Recreation Ground.</p> <p>These reports were <b>NOTED</b></p>	Feb 2015
<b>141/14</b>	<p><b>8. Sheepridge Lane – update on road safety concerns</b> The Clerk gave details that payment had been sent for a feasibility study to be undertaken by BCC’s road safety team to ascertain the suitability of VAS to be positioned at Sheepridge Lane. The results of this study are expected around February 2015.</p> <p>This report was <b>NOTED</b>.</p>	Clerk
<b>142/14</b>	<p><b>9. Allotment theft - consideration of installation of a combination lock on gate.</b> Unfortunately it had been reported by LMPC’s local PCSO that a theft had occurred on the allotment. Tools had been taken from an unlocked shed. The PCSO asked whether a padlock could be put on the entrance gate as a deterrent. It was <b>RESOLVED</b> that a budget of up to £20.00 be allocated to obtain a suitable combination padlock. <i>*Cllr Wallis took no part in the decision of this item.</i></p>	Clerk
<b>143/14</b>	<p><b>10. Little Marlow War Memorial – confirmation of eligibility for grant funding</b></p> <p><b>a) Formation of a War Memorial Committee</b> Cllr Banfield gave information that he had approached the War Memorial Funding project regarding the repair of the roof on the war memorial situated in Little Marlow Village. The Council had received confirmation back that the memorial would be viewed favourably for a grant up to the value of £2000. It was <b>RESOLVED</b> that Cllr Downes and Cllr Fitchew would speak to suitable organisations regarding obtaining quote for the repair and liaise with Cllr Banfield regarding submitting LMPC’s grant application. It was noted that the timescale to submit the application was tight.</p>	GF / JD / DB
<b>144/14</b>	<p><b>11. Community Bus Survey</b> The Clerk had attended a meeting with BCC, Marlow Town Council and Marlow Bottom Parish Council to discuss the results of the survey for a Saturday Bus Service.</p>	

	<ul style="list-style-type: none"> <li>• Little Marlow had the highest response 66</li> <li>• Approx 95% were from 60+ age group</li> <li>• Approx 51% didn't use Saturday bus.</li> <li>• Approx 99% would Not use a Taxi service on a Saturday/</li> <li>• Monday was the least popular day to travel</li> <li>• Perceived concern that all services would be stopped.</li> <li>• Community Bus is essential to these parishioners during the week.</li> </ul> <p>This feedback was echoed by survey results from Marlow TC and Marlow Bottom.</p> <p>BCC produced exact figures of individuals travelling on the bus over the period – 04/01/14 – 25/10/14, 1007 trips (these are single trips) were made on a Saturday. The total revenue this brought in was £697.71. The cost to take this project forward is £6,900pa</p> <p>Marlow Bottom Parish Council have resolved not to continue to provide the Saturday bus but to continue with the weekly community bus,</p> <p>Marlow Town Council, have not had a full council meeting but their Committee also will be advising not to go forward with the Saturday bus.</p> <p>After some discussion it was <b>RESOLVED</b> not to continue with the Saturday Bus Service as it had been proven to be financially unviable. The Council would continue to support the weekly bus service as they recognised the benefit this brings to their parishioners.</p>	
145/14	<p><b>12. Devolved Services</b></p> <p><b>a) Confirmation of LMPC devolved budget for 2015/16</b></p> <p>Cllr Brownridge and Cllr Wallis had attended a meeting early in the day with BCC to discuss devolved services. It was confirmed that:</p> <ul style="list-style-type: none"> <li>• LMPC would be able to retain there existing budget for only one more year (2015/16)</li> <li>• Starting a new agreement in April 2015 would guarantee four years of funding with the option of leaving the agreement after 12 months.</li> <li>• Starting in 2<sup>nd</sup> tranche in April 2016 would have very limited funding which BCC currently couldn't commit to a value.</li> <li>• Clustering now isn't applicable. Parish Councils can work on their own.</li> <li>•</li> </ul> <p>Cllr Brownridge gave information that BCC needed to know very quickly if LMPC did want to go with a new devolved services agreement in April 2014 and should we express an interest they will</p>	

146/15	<p>send us an Agreement before Christmas for consideration. Should LMPC decide that they wish to withdraw from this agreement they had time to do this.</p>	
	<p>After much discussion it was <b>RESOLVED</b> to register LMPC's interest in moving forward with the Devolved Services Agreement in April 2015.</p>	Clerk
	<p><b>b) Confirmation of LPMC to defer Devolved Services Agreement with BCC in April 2015</b>  It was <b>AGREED</b> to withdrawn this Agenda item following Agenda item 12a) Resolution.</p> <p><b>c) Consideration of replacement Contractor for Slip Clearance</b>  After some consideration it was <b>AGREED</b> that the Councillors would think of suitable organisations that could undertake this work and advise the Clerk accordingly.</p>	Cllrs
	<p><b>13. Reports from meetings:</b></p> <p><b>a) Thames Water Liaison Meeting – 25/11/14</b>  Cllr Downes attended the meeting. Thames Water confirmed that a number of refurbishments had taken place. They have stopped compositing on site, The effluent pipe had caused flooding and they had trouble fixing it in place. The pontoon will be removed when the pipe is replaced. The Environmental Agency were investigating on possible action against Thames Water for a spillage on 20/10/14 due to electricity failure. Thames Water has changed staff at the plant and has introduced new guidelines and procedures. They wouldn't commit to the plants capacity but have acknowledged that it was built to the wrong specification. Contrary to rumour Thames Water will not be installing Solar panels.  The open day for the plant is 19<sup>th</sup> May 2015.</p> <p><b>b) BCC Devolved Services – 4/12/14</b>  It was <b>AGREED</b> that a review of this meeting had been given under Agenda Item 12.</p> <p><b>c) SLCC Meeting 4/12/14</b>  The Clerk reported that it was an interesting meeting with a presentation from Came and Co regarding insurance liability. One of the biggest areas of claim is currently slander from comments Councillors had made on email or social media, It was emphasised that it is good practice to have a Communications Policy and Social Media Policy to ensure that Council is protected should one of its members behaves inappropriately. Other discussions took place on varying issues relating to insurance cover.  It was <b>AGREED</b> the Clerk to draft a suitable policy for consideration.  The Clerk gave information that a number of Parish Councils were increasing their precepts considerably.</p> <p>These reports were <b>NOTED</b>.</p>	Clerk

147/14	<p><b>Correspondence to the Council</b></p> <p><b>a) Bucks County Council – confirmation of lease for Spade Oak Car Park</b> LMPC have received the lease for the car park we are still awaiting the key for the barrier.</p> <p><b>b) SLCC – Renewal of Membership</b> It was <b>RESOLVED</b> to renew membership</p> <p><b>c) WDALC – Renewal of Membership</b> It was <b>RESOLVED</b> to renew Membership.</p>	
148/14	<p><b>15. Closure of meeting for Public Participation</b></p> <p>A member of the public gave notice that new gates were being fitted at the railway crossing near Riverside.</p> <p>There are problems with access for refuse collection along Riverside. The dustcart lorry used is too big and residents are being asked to move their rubbish quite some distance. Before the amalgamation of WDC and CDC Waste and Cleansing department they used to use a small van. It was <b>AGREED</b> to send a letter to WDC/CDC regarding the re-introduction of this service.</p> <p>The Spade Oak has been asked for £500 towards the cost of repairs of the Spade Oak car park. No response has been received yet.</p> <p>This was <b>NOTED</b>.</p>	Clerk
149/14	<p><b>16. Confirmation of Christmas Office Hours 2014</b></p> <p>After discussion it was <b>RESOLVED</b> that the office will be closed for Christmas from 23<sup>rd</sup> Dec to 6<sup>th</sup> January 2015. The Clerk agreed to come into the office on the 2<sup>nd</sup> January 2015.</p>	Clerk
150/14	<p><b>17. Dates for future meetings: 15<sup>th</sup> January 2015</b></p> <p>a) Approval of 2015 Meeting Calendar</p> <p>After discussion it was <b>RESOLVED</b> to accept the meeting calendar with the following amendments. All Parish Council Meetings from June 2015 will revert back to Tuesday evening. The APM will be Friday 22<sup>nd</sup> May.</p>	
There being no further business to be transacted the meeting was closed at 9.27pm		

**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		

Signed: .....

Chairman

Date: .....