

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday at 10<sup>th</sup> March 2020  
The Pavilion, Church Road, Little Marlow SL7 3RS commencing at 8.00pm

# UNCONFIRMED

[illegible]

Chairman initials 1

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	<p><b>d) To consider Abbotsbrook Hall Caretaker's hours</b>          Due to the personal information regarding Caretaker's contract The Chairman took a vote regarding this item and moved it into confidential items. The Council <b>RESOLVED</b> to approve an extra allocation of time to take care of the village floor and would write to the Caretaker to confirm his new hours.</p>	VB/ Clerk
2003/20	<p><b>6. Planning</b>  <b>a) To consider report</b></p> <p style="text-align: center;"><b><u>Little Marlow Parish Council</u></b>  <b><u>Planning March 2020 Council Meeting</u></b></p> <p>Planning applications received from Wycombe District 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 WDC Tree Officer.</p> <p>Reminder from Wycombe District Council: Delegated List</p> <p>As part of a drive to improve efficiency, and therefore capacity, within the department we have been reviewing our processes and procedures. As a result of this we will no longer be sending out a delegated list.</p> <p>Our planning register has for some time been held "on-line" and can be searched using Public Access. <a href="https://publicaccess.wycombe.gov.uk/idxpa-web/search.do?action=weeklyList">https://publicaccess.wycombe.gov.uk/idxpa-web/search.do?action=weeklyList</a></p> <p>To get the delegated list, click on the above link and it will look like the image below and then click on 'decided in this week', then hit search.</p> <div style="text-align: center;"> <p><b>Wycombe District Council</b></p> <p><b>WEEKLY LIST OF PLANNING APPLICATIONS up to 02.03.2020</b></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Certificate of lawfulness for proposed construction of single storey side extension</b>          Westwinds Chapman Lane Bourne End Buckinghamshire SL8 5PA          Ref. No: 20/05469/CLP   Received: 22 Feb 2020   Validated: 24 Feb 2020   Status: Awaiting decision  <u>LMPC Comment</u>    <b>No comment</b></p> <p><b>Householder application for construction of first floor side extension and conversion of garage to habitable accommodation</b>          18 Burroughs Crescent Bourne End Buckinghamshire SL8 5NR          Ref. No: 20/05341/FUL   Received: Sat 08 Feb 2020   Validated: Wed 19 Feb 2020   Status: Awaiting decision  <u>LMPC Comment</u>    <b>Objects on the grounds that it would change of character; linked detached to terrace, sets president neighbour comments</b></p> <p><b>Listed Building application for conversion of existing farmyard complex: Barns B and C to two dwellinghouses (C3), Barns D and E to B1 office and Barn A to a flexible B1/B8 business unit (including additional mezzanine levels within Barns A and E) together with associated internal access arrangements, parking and landscaping</b>          Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH          Ref. No: 20/05168/LBC   Received: Fri 24 Jan 2020   Validated: Tue 18 Feb 2020   Status: Awaiting decision  <u>LMPC Comment</u>    <b>No objection</b></p> </div>	Clerk

**Conversion of existing farmyard complex: Barns B and C to two dwellinghouses (C3), Barns D and E to B1 office and Barn A to a flexible B1/B8 business unit (including additional mezzanine levels within Barns A and E) together with associated internal access arrangements, parking and landscaping**

Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH

Ref. No: 20/05167/FUL | Received: Fri 24 Jan 2020 | Validated: Tue 18 Feb 2020 | Status: Awaiting decision

**LMPC Comment**    **No objection**

**The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ**

Ref. No: 20/05298/TPO | Received: Thu 06 Feb 2020 | Validated: Wed 12 Feb 2020 | Status: Awaiting decision

**LMPC Comment**    **Tree comment**

**Erection of 1 x replacement dwelling with associated parking**

Thames Side Mooring Riverside Bourne End Buckinghamshire

Ref. No: 20/05266/FUL | Received: Thu 30 Jan 2020 | Validated: Fri 14 Feb 2020 | Status: Awaiting decision

**LMPC Comment**    **No objection**

**1 x Poplar (T1) to be removed to near ground level due to the lean of the tree, if it came down it would cause damage to nearby Yew**

Bourne Court Abbotsbrook Bourne End Buckinghamshire SL8 5QS

Ref. No: 20/05223/CTREE | Received: 27 Jan 2020 | Validated: 3 Feb 2020 | Status: Awaiting decision

**LMPC Comment**    **Tree comment**

**Householder application for construction of proposed first floor side extension**

Little Streams The Avenue Bourne End Buckinghamshire SL8 5QY

Ref. No: 20/05195/FUL | Received: Tue 28 Jan 2020 | Validated: Wed 29 Jan 2020 | Status: Awaiting decision

**LMPC Comment**    **Discussed at last PC meeting. No objection. Comments submitted.**

**Householder application for construction of single storey rear extension following demolition of conservatory**

Broadfield House Chapman Lane Bourne End Buckinghamshire SL8 5PB

Ref. No: 20/05187/FUL | Received: Mon 27 Jan 2020 | Validated: Mon 27 Jan 2020 | Status: Awaiting decision

**LMPC Comments**    **Discussed at last PC meeting. No objection. Comments submitted.**

### **Delegated Decisions Issued**

**Add comments next month - permitted**

**Prior Notification (Part 4, Class E) for temporary change of use of Lake area for film-making purposes**

Spade Oak Quarry Marlow Road Little Marlow Buckinghamshire SL7 3SB

Ref. No: 20/05079/PNP4E | Received: Tue 14 Jan 2020 | Validated: Tue 14 Jan 2020 | Status: Unknown

**Householder application for part two storey part single storey front/rear/side extensions.**

**Replacement porch to main entrance, tiled roof to existing conservatory. Replacement detached double garage, construction of front boundary wall, piers, entrance gate and external alterations (alternative scheme to 19/05014/FUL)**

Aspenden The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 19/07947/FUL | Received: Mon 09 Dec 2019 | Validated: Mon 16 Dec 2019 | Status: Decided

**Householder application for demolition of existing garden room and construction of single storey side extension**

River Thatch The Avenue Bourne End Buckinghamshire SL8 5QU

Chairman initials3

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	<p>Ref. No: 19/07864/FUL   Received: Fri 29 Nov 2019   Validated: Mon 02 Dec 2019   Status: Decided</p> <p><b>Creation of compound with 2.5 high boundary fence housing 7 x battery containers, 1 x substation, 1 x Inverter and T x Skid, 1 x client container, CCTV camera and stand; bund and security fencing to provide energy balancing services to the national grid.</b></p> <p>Land North West Of Coldmoorholme Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 19/07718/FUL   Received: Sat 16 Nov 2019   Validated: Thu 05 Dec 2019   Status: Unknown</p> <p><b>Householder application for construction of single storey side/rear extension and associated external alterations</b></p> <p>5 Wendover Road Bourne End Buckinghamshire SL8 5NS</p> <p>Ref. No: 19/07685/FUL   Received: Tue 22 Oct 2019   Validated: Fri 22 Nov 2019   Status: Decided</p> <p><b>Householder application for a single storey linked extension to existing outbuilding and raised terrace</b></p> <p>Thames Reach Abbotsbrook Bourne End Buckinghamshire SL8 5RF</p> <p>Ref. No: 19/06020/FUL   Received: Thu 25 Apr 2019   Validated: Fri 03 May 2019   Status: Decided</p>	
	<b>Status information to be included in next report.</b>	Clerk
2004/20	<p><b>7. The Pavilion and Recreation Ground –</b></p> <p><b>a) To consider Pavilion Refurbishment contract award</b></p> <p>No Tenders were received by the tender deadline. The Council <b>Resolved</b> that Cllr Geoff Fitchew should re-evaluate the Refurbishment project, split the requirements into specific elements by trade and ask relevant tradesmen to quote for the work with the aim of bringing the quotes to Council on 21 April. Cllr P Emmett to pass on contact details of possible companies to approach.</p> <p><b>b) To consider request to paint lines in the car park from WI</b></p> <p>The Council <b>RESOLVED</b> to turn down the request from the WI due to cost implications. The WI had also asked the council to consider what the WI might donate to the Pavilion to commemorate their 60<sup>th</sup> birthday and centenary celebrations. It was suggested that the option to fund the creation of a kitchen hatch be suggested, with a plaque above to commemorate the WI's involvement.</p> <p><b>c) To consider request from Bourne End Sports Club to add further posts</b></p> <p>The Council <b>RESOLVED</b> to agree to the request to add further posts to the perimeter of the recreation ground, to stop joyriders entering the recreation ground. Cllr P Emmett &amp; Cllr G Fitchew to work together and organise implementation.</p>	<p><b>GF</b></p> <p><b>GF/PE</b></p>
2005/20	<p><b>8. Abbotsbrook Hall</b></p> <p><b>a) To consider recommendations to clear Fire Exit</b></p> <p>It was <b>RESOLVED</b> to hire a skip to clear the fire exit at Abbotsbrook Hall.</p> <p><b>b) To consider boiler and thermostat options</b></p> <p>It was <b>RESOLVED</b> to wait for the plumber's report following further investigations of the Abbotsbrook's boiler. Once the report is received the findings would be considered. Cllr D Watson highlighted, as a recent hirer of the hall, that the hall is often cold when hired and that it impacted the comfort of those using the hall.</p> <p>It was <b>RESOLVED</b> that Cllr P Emmett should assist Cllr G Fitchew in researching thermostatic control systems for the boiler.</p> <p><b>c) To consider request from resident to repair potholes in ABH car park</b></p> <p>Cllr G Fitchew reminded the council that the licence paid by Abbotsbrook Residents was a licence to drive over the Parish Council's land in order to access the back of their properties, and not a fee for car parking. It was <b>RESOLVED</b> that Cllr V Brownridge should write again to the residents who had not paid, refer to previous correspondence and highlight rolling repair/maintenance schedule and that she should also reply to those residents who had written thanking them for paying and pointing out that repairs had been carried out this year but since then there had been further damage due to very wet winter.</p>	<p>Clerk</p> <p><b>GF/PE</b></p> <p><b>VB/Clerk</b></p>
2006/20	<b>9. Allotments –</b>	

2007/20	<p><b>10. Burial Ground -</b></p> <p><b>a) To consider quotes for gate at Sheepridge Lane entrance</b> The Council <b>RESOLVED</b> to accept the quote from R Tedham and the old gate is to be disposed of in skip whilst on hire for Abbotsbrook Hall. Clerk to talk to gas suppliers prior to works.</p> <p><b>b) To consider cemetery fees for 2020/2021</b> The Council <b>RESOLVED</b> to uplift the fees by 2%. The Clerk agreed to circulate new fee table to Funeral Directors and add to the website in time for 1<sup>st</sup> April 2020. The Council confirmed that requests for funeral arrangements should continue to go through Funeral Directors.</p>	Clerk																
2008/20	<p><b>11. Little Marlow Parish Council Action Plan</b></p> <p><b>a) To review Action Plan 2019/20</b> The Council reviewed the 2019/20 Action Plan. Those objectives which had not been fully completed were added to the 2020/21 Plan. This was NOTED.</p> <p><b>b) To consider Action Plan 2020/2021</b> The Council considered the Action Plan for 2020/21 and <b>RESOLVED</b> to accept the Plan as the Council’s objectives for LMPC for the coming year, subject to the inclusion of an additional objective relating to trying to reduce the speed of vehicles driving through the village. Cllr V Morton agreed to head a campaign to encourage parishioners and visitors to Little Marlow village to slow down their travelling speed through the village. A piece to be included in the spring newsletter.</p>	VB/ Clerk VM/ Clerk																
2009/20	<p><b>12. To consider Best Kept Village Competition application</b> It was <b>RESOLVED</b> to apply to enter the competition and notify the council’s open spaces contractor, parishioners, church and pubs. Cllr A Falk asked that the open spaces contractor be asked not to spray weeds alongside the village verges, but to trim.</p>	Clerk																
2010/20	<p><b>13. To consider timetable and content for Spring newsletter</b> The Council <b>RESOLVED</b> to accept the timetable proposed by the Clerk. Clerk will email Councillors to ask for articles. These need to be submitted by the content deadline of 9<sup>th</sup> April 2020.</p>	Clerk																
2011/20	<p><b>14. To consider promotion of Parish Council Elections on 7th May 2</b> Elections in Wycombe District will still be administered by Wycombe Elections Office at Wycombe District Council. Councillor nomination papers will be sent to Parish Clerk next week. Key dates are:</p> <table><tr><td>12-Mar</td><td>3.30pm and 5 pm: Candidates and Agents briefing, Council Chamber, WDC</td></tr><tr><td>31-Mar</td><td>Publication of notice of election</td></tr><tr><td>01-Apr</td><td><b>until 8 April, from 10 am to 4pm on working days: submission of nomination papers to Wycombe Elections office</b></td></tr><tr><td>08-Apr</td><td>4 pm: deadline for submission of nomination papers</td></tr><tr><td>09-Apr</td><td>publication of statement of persons nominated</td></tr><tr><td></td><td>This is when we will know if LMPC election will be contested i.e. if more than 9 people have stood for election for LMPC</td></tr><tr><td>07-May</td><td>Polling day</td></tr><tr><td>09-May</td><td>Count for PC elections</td></tr></table> <p>Parish Clerks can deliver nomination papers on behalf of Councillors. Papers must be hand delivered.</p> <p>A section will be set up on the Little Marlow Parish Council website to post relevant election information.</p> <p>The Chairman requested that if you know anyone who you think would make a good Councillor to urge them to come and speak to the Parish Council so that they can be encouraged to stand.</p>	12-Mar	3.30pm and 5 pm: Candidates and Agents briefing, Council Chamber, WDC	31-Mar	Publication of notice of election	01-Apr	<b>until 8 April, from 10 am to 4pm on working days: submission of nomination papers to Wycombe Elections office</b>	08-Apr	4 pm: deadline for submission of nomination papers	09-Apr	publication of statement of persons nominated		This is when we will know if LMPC election will be contested i.e. if more than 9 people have stood for election for LMPC	07-May	Polling day	09-May	Count for PC elections	Clerk
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	District Cllr David Watson suggested that a contingency plan may be required due to coronavirus. <b>The Council RESOLVED that in the event of the Elections being postponed, they would continue to operate as a Council.</b> If this is the case and a Councillor does not want to carry on serving, they would have to resign.	
2012/20	<b>15. To consider Flackwell Area History Group Research Project</b> The History Group were unable to visit this Parish Council meeting due to an invite to further their research in Aylesbury but may request to visit again.	
2013/20	<b>16. Reports from Meetings of Outside Bodies:</b> <b>a) Marlow Society</b> Cllr V Morton to share minutes of meeting at next meeting. <b>b) Parish Liaison meeting with Bucks CC</b> Cllr Brownridge attended the Parish Liaison meeting on 29 January 2020. Martin Tett gave his usual update on the transition to Buckinghamshire Council. Cllr Brownridge took the opportunity to ask him why the decision had been taken not to allow Town and Parish Councils to have a vote on the new Community Boards. He replied that as the budgets were owned by the new Council, they were therefore responsible for the money and had to be accountable for it. This response did not satisfy the Town and Parish Councillors present. The new Service Director for Localities and Strategic Partnerships, Claire Hawkes gave a presentation. She and her team will oversee Community Boards, Community Access points and devolution. As well as working with Town and Parish Councils, they will also work with the local voluntary sector. It sounds as if they will take on some of the work currently done by the Democratic services team in WDC such as the Clerks' Liaison meetings. Ms Hawkes suggested they could also act as a first point of contact for Town and Parish Councils, but concern was expressed that they could become overloaded if Town and Parish Councils contacted them rather than the relevant departments. <b>c) Community Panel Group</b> Local Plans will be honoured. The new Buckinghamshire Council plan will be core/overarching. Heathrow 3 runway will go ahead. Green belt within Conservative manifesto. Two challenges to WDC local plan: Naphill – refused, and Bourne End – refused but appealed. Focus in Bucks on air quality and biodiversity/offsetting. Alistair Cunningham now Bucks planning control. Town and Parish Council's will be part of planning consultation, but detail on decisions made will not be given. Initially there will be no change, same planning officers. From 1 <sup>st</sup> April to 7 May 2020 council in Purdah.	
2014/20	<b>17. Parish Clerk's Report</b> Thanks to our Chairman, and councillors, for stepping in and supporting the Clerk role while I was out of the office for two weeks.	
2015/20	<b>18. Correspondence to the Council</b> Correspondence from Mrs Crabtree will be circulated Parishioner comment on the disrepair of parish noticeboards was noted TBS Hygiene & Biffa had written to warn of an increase in bin collection rates.	
2016/20	<b>19. Public participation – maximum 15 minutes</b> District Cllr David Watson highlighted it would be his last Parish Council meeting as a representative of Wycombe District Council, but hopes to represent the Parish in the future on the Buckinghamshire Council. The budget for the new council was passed on 27 <sup>th</sup> February 2020. There would be high increases for council tax: approx. 5.4% plus 1.4% equalisation charge. Purdah would begin on 1 <sup>st</sup> April in time for elections on 7 <sup>th</sup> May 2020, though elections may be delayed due to coronavirus, possibly until November.	
2017/20	<b>20. Confidential items-</b>	
2018/20	<b>21. Items to be included on the next Agenda-</b> - WDC and lakes - Risk assessments - LMPC and Abbotsbrook Hall hire rates	

	- Geoffrey Moss Memorial Bowl	
<b>2019/20</b>	<b>22. Dates of the next meetings:</b> Budget Meeting 2 <sup>nd</sup> April 2020, Parish Council Meetings: 21 <sup>st</sup> April 2020, Elections 7 <sup>th</sup> May 2020, Annual Parish Meeting, Abbotsbrook Hall 15 <sup>th</sup> May 2020, Annual Council & Parish Meeting 26 <sup>th</sup> May 2020	
There being no further business to be transacted the meeting was closed at 9.45pm		

**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
		GDPR	General Data Protection Regulations

Signed: .....  
Chairman

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