

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 23rd January 2024 at the Pavilion, Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

CONFIRMED

Present: Cllr K Acres (KA) – Chairman, Cllr K Cook (KC), Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE) - Vice-Chairman, Cllr S Goss (SG) – arrived 20.07, Cllr S Kershaw (SK), Cllr V Morton (VM), Cllr R Start (RS),		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet	
Minute Ref:	Agenda Item	Action
2575/23	1. To receive, and consider for approval, apologies for absence and reasons given None	
2576/23	2. Declarations of interest – pecuniary or prejudicial None	
2577/23	3. To approve the Minutes of the Parish Council Meeting of the 12th December 2023 The Council RESOLVED to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2578/23	4. To take reports from theses minutes for NOTE 2566/238.2.b. The Council RESOLVED to install dog waste bins at Coldmoorholme Lane Car Park, on the Recreation Ground in Little Marlow and at Abbotsbrook Hall. Installation would be allocated to CIL. 2566/23 8.2.e. To consider feedback from plumber on heating pipework at Pavilion The Clerk was asked to find a resource to fix the leaking guttering at the Pavilion. Guttering fixed and invoice of £50 to be paid on next payment run. 2570/23 8.a. The Clerk was asked to respond to Wild Wycombe re £100 donation to bee friendly plants.	Clerk & KA Clerk Clerk & AC
2579/23	5. Parish Clerk's report: Last day as Parish Clerk is Thursday 1st February 2024 9.30-1.30 - Handover's have been diarised for Accounting, including Internal Auditor and year end - Handover to Wooburn & Bourne End parish council for Burial administration - Handover to interim Clerk - Final payment run 31st Jan: including pension	Clerk
2580/23	6. Items to be taken in confidential None	
2581/23	7. Public participation – maximum 15 minutes	
2582/23	8. To consider planning report: <u>Little Marlow Parish Council</u> <u>Planning January 2024 Council Meeting</u> Planning applications received from Buckinghamshire 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	

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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 – Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.

Buckinghamshire Council's planning list can be found at:

<https://publicaccess.wycombe.gov.uk/idxpa-web/search.do?action=weeklyList>

Buckinghamshire Council

WEEKLY LIST OF PLANNING APPLICATIONS up to 10.01.2024

Certificate of lawfulness for proposed single storey outbuilding

The Paddock Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 24/05017/CLP | Received: Thu 04 Jan 2024 | Validated: Thu 04 Jan 2024 | Status: Pending Consideration

LMPC Comment No comment

Variation of condition 24 (new plan numbers) attached to 23/05487/MINAMD (Proposed non-material amendment to permission Change of use of buildings from office use (Class B1) to residential use (Class C3) to create 33 dwellings (9 x 1 bed, 17 x 2 bed and 7 x 3 bed) together with alterations to the buildings, bin and cycle storage, landscaping, parking and ancillary works granted under planning ref: 17/07122/FUL) to allow for addition of balconies to block C and clock tower to Coach House

Westhorpe House Westhorpe Park Little Marlow Buckinghamshire

Ref. No: 23/08126/VCDN | Received: Tue 19 Dec 2023 | Validated: Tue 19 Dec 2023 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council has no objection **Submitted 18th January 2024**

Certificate of lawfulness for proposed construction of single storey detached outbuilding for use as garden room

Ivybridge The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 23/08065/CLP | Received: Tue 12 Dec 2023 | Validated: Tue 12 Dec 2023 | Status: Pending Consideration

LMPC Comment No comment

Householder application for construction of single storey side and rear extension

Fern Chase Fern Lane Little Marlow Buckinghamshire SL7 3SF

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Ref. No: 23/O7962/FUL | Received: Wed 29 Nov 2023 | Validated: Wed 29 Nov 2023 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council has no objection **Submitted 18th January 2024**

Householder application for demolition of the existing garage and the erection of a replacement garage

Fir Trees 26 Oakfield Road Bourne End Buckinghamshire SL8 5QR

Ref. No: 23/O7940/FUL | Received: Fri 24 Nov 2023 | Validated: Fri 24 Nov 2023 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council has no objection **Submitted 18th January 2024**

Change of use of existing granny annexe to independent self-contained dwelling with separate garden and access

Annexe At Vine Leigh House Marlow Road Bourne End Buckinghamshire

Ref. No: 23/O7621/FUL | Received: Fri 20 Oct 2023 | Validated: Thu 07 Dec 2023 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council object on the basis that it's creating a new dwelling in the green belt and AONB, and is also a breach of previous planning. If the Planning Officer is minded to approve the planning application LMPC suggest calling into Buckinghamshire Council's Planning Committee. **Submitted 18th January 2024**

Change of use of existing ancillary residential buildings and minor alterations/extensions to form an additional 3 bedroom dwelling, following demolition of existing link to existing house and removal of external steps to first floor above garage

Valley View Barn Winchbottom Lane Little Marlow Buckinghamshire HP10 9QF

Ref. No: 23/O7616/FUL | Received: Fri 20 Oct 2023 | Validated: Fri 29 Dec 2023 | Status: Pending Consideration

LMPC Comment Little Marlow Parish Council have no objection, though note that it's creating a new dwelling in the green belt and AONB. **Submitted 18th January 2024**

It was noted that with the newly proposed structure of planning committee meetings in 2024 that to meet Buckinghamshire Council consultee comment deadlines that there may be the need to liaise with Buckinghamshire Council to request deadline extensions or for the Planning Committee to consider delegation of authorities.

Next agenda: planning delegated authority

Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:

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<p>Tip reduce back to previous points approximately 1.5m and reduction crown thin by 15% x Walnut (T1)</p> <p>Lanterns Sailing Club Road Bourne End Buckinghamshire SL8 5QS</p> <p>Ref. No: 23/07902/CTREE Received: Mon 20 Nov 2023 Validated: Fri 24 Nov 2023 Status: Not to make a Tree Preservation Order</p> <p>Reduce overall by 4m leaving a 4m crown and shape accordingly x 2 Ash trees (G1)</p> <p>Abbotsbrook Cottage Marlow Road Bourne End Buckinghamshire SL8 5PN</p> <p>Ref. No: 23/07812/CTREE Received: Thu 09 Nov 2023 Validated: Mon 13 Nov 2023 Status: Not to make a Tree Preservation Order</p> <p>Certificate of lawfulness for proposed rear dormer window, new velux windows and new flue</p> <p>3 Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 23/07664/CLP Received: Thu 26 Oct 2023 Validated: Thu 26 Oct 2023 Status: Grant Certificate – Proposed Development</p> <p>Householder application for construction of single storey rear extension, internal adjustments to ground floor layout and replacement of garage skylights</p> <p>Dairy Cottage 2 Spade Oak Farm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 23/07514/FUL Received: Mon 09 Oct 2023 Validated: Thu 19 Oct 2023 Status: Application Permitted</p> <p>Listed building application for construction of single storey rear extension, internal adjustments to ground floor layout and replacement of garage skylights</p> <p>Dairy Cottage 2 Spade Oak Farm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 23/07515/LBC Received: Mon 09 Oct 2023 Validated: Thu 19 Oct 2023 Status: Application Permitted</p> <p>Crown reduce by 2 metres in height and 2 metres across to tidy appearance x 1 Copper Beech (T7)</p> <p>Newfields Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 23/07481/TPO Received: Tue 03 Oct 2023 Validated: Thu 02 Nov 2023 Status: Application Permitted</p> <p>Householder application for partial historic re-ordering of interior with minor external alterations, insertion of two new windows, re-use of refurbished Crittall windows,</p>	
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	<p>provision of solar panels and recreation of historic garden water feature (Part Retrospective)</p> <p>The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ</p> <p>Ref. No: 23/07145/FUL Received: Mon 28 Aug 2023 Validated: Fri 08 Sep 2023 Status: Application Permitted</p> <p>Listed Building Application for partial historic re-ordering of interior with minor external alterations, insertion of two new windows, re-use of refurbished Crittall windows, provision of solar panels and recreation of historic garden water feature (Part Retrospective)</p> <p>The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ</p> <p>Ref. No: 23/07146/LBC Received: Mon 28 Aug 2023 Validated: Fri 08 Sep 2023 Status: Application Permitted</p>	
2583/23	<p>8.2. Finance-</p> <p>a. To receive the Clerk's resignation and consider Employment & HR Committee recommendations to resolve upon</p> <p>The Council RESOLVED that</p> <ul style="list-style-type: none"> -Cllr Anna Crabtree would take over RFO duties until a new clerk was recruited -Cllr Kath Acres would act as interim Clerk -Cllr Vivien Morton was elected onto the Employment & HR Committee -The Employment & HR Committee would remain in place until a Parish Clerk had been recruited and would have delegated authority to follow recruitment processes to hire a replacement Clerk. <p>Initial interviews were planned via Zoom/Teams over the next week. A closing date has not been specified. Current applicants have no clerking experience. Recruitment via Indeed had been paused and cost to date was c£50.</p> <p>b. To consider LMPC accounting</p> <p>The Council RESOLVED to delegate the interim accounting decision to Cllr Anna Crabtree following handover with the Clerk tomorrow. The year end process and associated Rialtas costs would be taken into consideration. It was noted that more than one log on to Rialtas would be required at which point the internal controls risk assessment would have to reviewed and updated.</p> <p>c. To note that Precept request received by Buckinghamshire Council</p> <p>The Council noted that the precept request had been received by Buckinghamshire Council.</p> <p>d. To approve expenditure for December 2023</p> <p>The Council RESOLVED to approve the accounts for December 2023.</p> <p>e. To consider bank balances</p> <p>The Council noted the bank balances and cashflow would be reviewed at each payment run.</p> <p>f. To consider payment of chairman's allowance</p> <p>The Council RESOLVED to pay the £100 chairman's allowance on the next payment run.</p> <p>g. To approve LMPC charges 2023-2024</p> <p>The Council RESOLVED to ask Cllr K Acres to circulate revised rates, plus rationale, which would be tabled on the next parish council to be resolved upon.</p>	<p>AC</p> <p>KA</p> <p>AC</p> <p>Clerk</p> <p>KA</p>

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2584/23	<p>8.3. Abbotsbrook Hall-</p> <p>a. To receive an update on heating system Cllr Kath Acres gave an update and confirmed that the system set up was working and that no complaints had been received. Cllr Kath Acres confirmed that manual intervention of the heating system is required for each ad hoc hiring.</p> <p>b. To receive an update on car park and residents meeting The Council RESOLVED to ask Cllr P Emmett to report back to full council with the opinion on the car park surface from a recommended contractor.</p> <p>The Clerk was asked to share outstanding invoice details with Cllr P Emmett, who would make contact with residents and chase payment.</p>	Clerk & PE
2585/23	<p>8.4. The Pavilion and Recreation Ground</p> <p>a. To receive an update on heating system Cllr Kath Acres gave an update and confirmed that the system was set up and was generally working.</p> <p>b. To receive an update on the Cricket Shed The Council RESOLVED to ask Cllr P Emmett to request a budgetary quote from a local contact to prepare drawings and compile a tender package. Financial regulations were shared with the full council on quote requirements.</p> <p>Cllr S Kershaw asked that the Clerk write to full council with feedback from the Internal Auditor on use of one contractor as part of the planning consultation on the Cricket Shed.</p> <p>c. To consider playground quotes The Council RESOLVED to consider the one playground quote received to resurface the playground and to try and find other suppliers to quote to compare against. Cllr Sam Kershaw asked Cllr David Watson, Buckinghamshire Council, if he had access to a list of playground suppliers. Cllr David Watson would ask the question and share information if available.</p> <p>d. To consider Recreation Ground Rabbit issue The Council RESOLVED to carry on monitoring the situation.</p>	PE Clerk PE ALL
2586/23	<p>8.5 General-</p> <p>a. To review the Project List & Action Plan The Council RESOLVED that the Project list would be reviewed at each committee meeting and Action Plan again in March 2024.</p> <p>b. To receive an update on the Street Lighting Project The Council RESOLVED that Cllr Sam Kershaw and Cllr Kath Acres would carry out an inspection of the installed streetlights. There is still an outstanding issue with Winchbottom Lane which Cllr Sam Kershaw will chase with Sparkx.</p> <p>The Clerk was asked to process Invoice #2 of PO Number: 2023-9-001 and an invoice for PO Number: 2023-9-002 (Wendover Road column replacements) on the payment run on 31st January 2024.</p> <p>Cllr Sam Kershaw would notify the Clerk of new codes and dates of LED installation to notify SSE, which will reduce the electricity bill.</p> <p>c. To receive an update on Neighbourhood Plan Cllr Anna Crabree and Cllr Sam Kershaw reported that the grant applications are shutting this week and that funds are required to be spent before the end of the year and would therefore not meet with LMPC needs.</p> <p>Cllr Sam Kershaw asked Buckinghamshire Councillors David Watson and David Johncock whether there was an update from the Buckinghamshire Council Committee who are looking at the Country Park. Both reported that the officer group had not met for months and there was no update.</p>	Clerk SK

	<p>d. To consider participation in a group planning to test the water quality in the Thames Cllr Sam Kershaw was asked to report to the Environment Committee with information once collated, which could be discussed at a later parish council meeting.</p> <p>e. To consider LMPC communication policy The Council RESOLVED to delegate review of the policy to the Social Media Working Group, which would be renamed Communications/Social Media Working Group to review and bring back to the next parish council meeting. Committee Members are: Cllrs Sam Kershaw, Jason Downes, Kath Acres and Katie Cook.</p> <p>f. To consider Parish Council Meeting Dates for 2024 The Council RESOLVED to reduce the number of annual meetings from 30 to 23. The Clerk would add meeting date invites to councillor's calendars, the website, and produce information for the notice boards to be updated.</p> <p>Cllr Jason Downes would update the flow chart detailing committees. The Council RESOLVED that each Working Group would agree Terms of Reference, including: responsibilities, objectives, scope of consideration to then be reported into Committees. The Terms of Reference would be agreed a Budget, Planning and Environment Committees.</p> <p>The Council RESOLVED that the Employment & HR Committee would be dissolved following recruitment of the Clerk and replaced with a Employment and HR Working Group reporting to the Budget Committee.</p> <p>g. To receive nominations for Geoffrey Moss Bowl The Council RESOLVED to ask Cllr Kath Acres to share the request for nominations via WhatsApp within the parish and for all Councillors to share on their WhatsApp groups. Cllr Acres also agreed to email an Abbotsbrook director asking for the nomination to be shared via email to residents. .</p> <p>h. To consider Carington Allotment Lease The Council RESOLVED to sign and return the lease to Carington. The Clerk would add to Teams.</p> <p>i. To receive updated risk assessment The Council RESOLVED approve the reviewed risk assessments and The Clerk would upload to the website.</p> <p>j. To approve parish council signs quote The Council RESOLVED to approve the quotes and Cllr Kath Acres would organise the fitting of new signs.</p>	<p>SK</p> <p>SK, JD, KA, KC</p> <p>Clerk</p> <p>JD/ ALL</p> <p>Clerk</p> <p>Clerk</p> <p>KA</p>
2587/23	<p>9. Items for information only:</p> <p>1. Reports from Meetings of Outside Bodies: 1.1. Marlow Society: first meeting next month 1.2. Community Board action groups: Economic Recovery and Regeneration Action Group, Community Engagement, Transport and Highways Action Group, Environment and Climate Change – no reports received</p> <p>Correspondence – The Clerk gave an overview of correspondence received.</p> <p>The Council RESOLVED to ask Cllr Kath Acres to check the following data on the website: From the 2021 census we know that there are 614 dwellings housing 1461 people.</p>	<p>KA</p>
2588/23	<p>10. Items to be included in the next Agenda: parish council communications policy & data protection policy, tree survey works, chapel roof update</p>	

2589/23	11. Dates of the next meetings: Environment Committee Meeting 6 th February 2024, Budget Committee Meeting 20 th February 2024, Planning Committee Meeting 11 th March 2024, Parish Council Meeting 19 th March 2024	
There being no further business to be transacted the meeting was closed at 9.34pm		

Abbreviations:	
BC	Buckinghamshire Council
BEJSC	Bourne End Junior Sports Club
BMKALC	Bucks Milton Keynes Association of Local Councils
GDPR	General Data Protection Regulations
LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership
LMCC	Little Marlow Cricket Club
LMPC	Little Marlow Parish Council
LMRA	Little Marlow Residents' Association
LMRINC	Little Marlow Relief in Need Charity
PCSO	Police Community Support Officers
ROW	Rights of Way
SLCC	Society of Local Council Clerks
VAS	Vehicle Activated Sign

Signed:

Chairman

Date:

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

Chairman initials8

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