

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 23rd February 2016 at
The Pavilion, Little Marlow commencing at 8.00pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr G Fitchew (GF) – Vice Chairman Cllr R Randall (RR) Cllr V Morton (VM)		Cllr R Mash (RM) Cllr K Acres (KA) Cllr J Downes (JD)
Mrs E Marsden Parish Clerk		3 Members of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
363/16	1. Apologies for Absence Apologies were received and accepted for Cllr Falk and Cllr Emmett.	
364/16	2. Declarations of interest – pecuniary or prejudicial Cllr Randall regarding Agenda Item 6) Planning Application 16/05182/CLP as Stallworthy lives nearby. Cllr Fitchew regarding Agenda Item 9a) Concrete Path as knows the contractor.	
365/16	3. To approve Minutes of Full Council Meeting held on 12th January 2016 The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
366/16	4. To take Reports from those minutes for NOTE VAS – Success, purchase order raised and paid for. Installation date hopefully before end of March 2016. AB Projector – Cllr Fitchew and Cllr Downes to meet and decide on a specification. Website Meeting – Positive meeting with lots of changes proposed. Further meeting required after dialogue with Web Page provider. AB Lights – Following cost analysis, it was AGREED that this would go ahead in the new financial year. Queens Beacon – It was AGREED not to obtain a beacon. Carington Estate – Confirm the work on the hedge on Sheepridge Lane has been undertaken satisfactorily.	GK/JD JD/KA Clerk Clerk
367/16	5. Finance To approve Income and expenditure for January 2016 It was RESOLVED to accept the financial report for January Bank Accounts Totals – January 2016 Current Account: £2,846.98 Petty Cash: £305.55 Reserves Account: £39,443.45 Precept Account: £59,039.44 (£25,581.44) S106 removed) (precept account is inflated by £33,458.00 as holding S106 payment on behalf of Country Park Partnership)	

	<p>Full breakdown of each individual expenditure and income is available in Appendix 1 attached.</p> <p>Cllr Mash commented on the level of workmanship regarding the slips. This has been followed up by the Clerk.</p> <p>b) To review charges for Burial Ground for 2016/17 After much discussion, it was RESOLVED to make some increases. New charges from 1st April 2016 are listed below. Stillbirths, memorial pricing and hire of the chapel to remain unchanged.</p> <p>New charges from 1st April 2016</p> <table border="1"> <tr> <th>Interments</th><th>Residents of Little Marlow Civic Parish</th><th>Non Residents</th></tr> <tr> <td>Child up to 12</td><td>£100</td><td>£300</td></tr> <tr> <td>Other burials 12+</td><td>£190</td><td>£570</td></tr> <tr> <td>Ashes</td><td>£150</td><td>£450</td></tr> <tr> <td>Purchase of exclusive right of burial (50 yrs)</td><td></td><td></td></tr> <tr> <td>Full Burial Area</td><td>£200</td><td>£600</td></tr> <tr> <td>Ashes</td><td>£150</td><td>£450</td></tr> <tr> <td>Re-purchase of Exclusive rights of grave space after lapse of 25 years – applicable to grave spaces purchased before Dec 2009</td><td>£120</td><td>£120</td></tr> <tr> <td>Extension of Ownership for a further 25 years purchased after 1st Jan 2010</td><td>£40</td><td>£40</td></tr> <tr> <td>Sextons Fee</td><td>£35</td><td>£35</td></tr> </table> <p>* Cllr Morton arrived at 8.20pm *</p> <p>c) To consider new account for Reserve Monies After discussion it was RESOLVED to stay with Lloyds as it was felt that it would be unusual for LMPC to have funds over the £75,000 compensation level. This will be reviewed annually.</p> <p>d) Report from Budget Committee Meeting 20/1/16 and approve minutes. The Council RESOLVED to accept the report and approved the minutes from the meeting.</p> <p>e) Appoint an Internal Auditor and approve RBS end of year financial audit. The Council RESOLVED to appoint Mr D Timms as their internal auditor and RESOLVED for RBS to undertake a financial audit.</p> <p>f) Increase Drop Box Data Storage for Council Data Backup. After discussion it was AGREED that Councillor Downes would provide technical support to the Clerk and look at other back up options such as memory sticks.</p>	Interments	Residents of Little Marlow Civic Parish	Non Residents	Child up to 12	£100	£300	Other burials 12+	£190	£570	Ashes	£150	£450	Purchase of exclusive right of burial (50 yrs)			Full Burial Area	£200	£600	Ashes	£150	£450	Re-purchase of Exclusive rights of grave space after lapse of 25 years – applicable to grave spaces purchased before Dec 2009	£120	£120	Extension of Ownership for a further 25 years purchased after 1 st Jan 2010	£40	£40	Sextons Fee	£35	£35	<p>JD /Clerk</p>
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368/16	<p>6. Planning Report</p> <p>a) Consideration of Planning Applications and Decisions</p>																															

App. No.	Location	Description	LMPC Response
<u>16/05300/EUL</u>	Elmtrees Park Winchbottom Lane Little Marlow	Application to allow an increase of number of pitches on site from 20 to 21 to allow the siting of one additional mobile home	No Objection
<u>16/05273/EUL</u>	The Millstone Marlow Road Bourne End	Householder application for erection of single storey infill extension to rear & single storey side extension	No Objection
<u>16/05184/EUL</u>	Selby Cottage Marlow Road Bourne End	Householder application for construction of two storey front extension, removal of existing dormer and formations of two front dormers, construction of new front porch and alterations to materials	No Objection
<u>16/05182/CLP</u>	Stallworthy Westhorpe Park Little Marlow	Certificate of lawfulness for proposed erection of single storey detached outbuilding	No Objection
<u>16/05149/CTREE</u>	7 Well End Cottages Marlow Road Bourne End	Take down the large Norway Spruce (ID# 1) located at the rear garden on east boundary	Tree Comment
<u>16/05112/CTREE</u>	Little Streams The Avenue Bourne End	Side lateral reduction of the branch length back to a suitable branch union from over the drive parking area to the edge of the retaining wall to Cherry Plum T1 and Fell Apple T2	Tree Comment
<p>Please note all applications with reference /CTREE/ CTR or /TPO the Council resolved to submit the following comment: The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer. The Council is not re-consulted on /MIN applications</p> <p>*Cllr Randall did not participate in the decision regarding application 16/05182/CLP *</p> <p>Decisions Case Ref: 15/08267/PN Decision Details Refused Date: 15/01/201 Address: Merton Dell Farm Monkton Lane Little Marlow Buckinghamshire SL7 3RE Proposal: Prior Notification (Part 3, Class R) for change of use of 149 sm of barn area from Agricultural to D2 (Assembly and Leisure)</p> <p>Case Ref: 15/08292/FUL Decision Application Permitted Address: Pigeon House Farm Sheepridge Lane Little Marlow</p>			

	<p>Buckinghamshire SL7 3SG</p> <p><i>Proposal:</i> Change of use from redundant agricultural barns to storage (Class B8)</p> <p><i>Case Ref:</i> 15/08376/CTR <i>Decision</i> Not to make a Tree Preservation Order <i>Date:</i> 20/01/201</p> <p><i>Address:</i> The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ</p> <p><i>Proposal:</i> Reduce side growth from 2 Copper Beech in tree belt by 2.5-3 metres to improve shape and mitigate risk of limb loss from squirrel damage; brace 4 Plane tree; lift 5 Beech by bridge to lift to 4.5-5 metres (secondary branch structure only) to improve light penetration; reshape 6 Yew beside house by reducing over extended sections by 1-1.5 metres using 14 metre MEWP; lift 7 3 x Yew trees on area right hand side of gate by 4 metres; raise canopies of 8 2 x Yew to 2.5 metres and remove any major deadwood over 20mm in diameter and reduce overextended sections back to previous points. Lift lower canopy on Sycamore Avenue at rear of garden 30 trees fell and re-plant plane tree by large oak that has defective limb union epicormic growth removal by hand on lime trees by house and church wall.</p> <p><i>Case Ref:</i> 15/08519/CTR <i>Decision</i> Not to make a Tree Preservation Order <i>Date:</i> 29/01/2016</p> <p><i>Address:</i> Orchard Croft The Drive Bourne End Buckinghamshire SL8 5RE</p> <p><i>Proposal:</i> Fell 3 no. Conifers to front of house</p> <p><i>Case Ref:</i> 15/08362/FUL <i>Decision</i> Application Permitted <i>Date:</i> 04/02/2016</p> <p><i>Address:</i> Trees The Avenue Bourne End Buckinghamshire SL8 5RD</p> <p><i>Proposal:</i> Householder application for construction of two storey front extension and fenestration alterations</p> <p><i>Case Ref:</i> 15/08442/FUL Application Permitted <i>Date:</i> 05/02/2016</p> <p><i>Address:</i> 6 Abbey Road Bourne End Buckinghamshire SL8 5NZ</p> <p><i>Proposal:</i> Householder application for replacement of existing ground floor conservatory with part ground floor rear extension and part first floor rear extension</p> <p>The Council RESOLVED to accept the planning report.</p> <p>b) WDC Transport Infrastructure Plan.</p> <p>Cllr Brownridge undertook a lot of work examining the Plan and the Council wishes to thank her for her hard work in this area. Cllr Brownridge identified key areas of sewerage, increased traffic on Winchbottom Lane and strain on existing infrastructure which would impact upon the parish. It was RESOLVED to delegate LMPC's response to Cllr Brownridge.</p>	VB
369/16	<p>7. Burial Ground</p> <p>Wildlife Group Planting Scheme</p> <p>The Clerk had met with the group as they had received a small grant to purchase some plants which encourages bee populations. This was</p>	

	<p>Procedure. The Council RESOLVED to accept a couple of recommendations for amendments to the policies.</p>	
376/16	<p>14. LaFarge Tree Restoration The Clerk reported that there hasn't been any success in contacting LaFarge. The Clerk was informed it was now Tarmac and the person to contact was Andy Gidale This was NOTED</p>	
377/16	<p>15. Devolved Services a) Expenditure against Budget report The report was NOTED. b) Additional footpaths Clerk informed the Council that BCC has sent through other footpath maps in addition to the ROW ones. It was AGREED to speak to the Chiltern Society regarding getting maintenance undertaken.</p>	Clerk
378/16	<p>16. Newsletter – Spring 2016 It was RESOLVED that the deadline would be 1st April 2016 Articles suggested: Jane Vincent – Glass Exhibition JD – Twitter / broadband Wycombe Phoenix Harriers – Athletics Club Richard Tedham – Cricket Club VB – LM Fete GF – Trees RM – Charity dog walk Clerk – Quality Status, plaque ceremony, Annual Parish Meeting, delivery of newsletters, VAS</p>	
379/16	<p>17. Reports from outside bodies a) LM School Working Party. The Clerk and JD attended. A very positive meeting. A lot has been achieved in looking at different ways to improve the safety of children and reduce the impact of cars on the Village. A proposal document which detailed all the options considered was being finalised to be sent to Councillors for the 5th April meeting. b) Marlow Society The Society is looking to have a meeting with Penelope Tollitt regarding local developments and planning applications. c) SLCC Clerk Training – Quotes, Tenders, Proposals Useful training day with lots of advice on how to conduct a professional tender process whilst adhering to the new Regulations on Council procurement. d) Abbey Barns Liaison Group, 1 February Cllr Brownridge represented the Parish Council. There was a brief discussion of the Wycombe Reserve Sites Draft Infrastructure Delivery Plan and the Reserves Sites Transport Framework. Members were encouraged to feed in their comments to WDC. The responses to the public consultation exercise will be discussed at the Reserves Site Infrastructure Round Table on 23 March. A team from Hambleton Homes presented proposals for a small housing development on the previously developed area of the former ski slope site at Wycombe Summit. Chiltern Rangers have been brought in to draw up a management plan for the ancient woodland of Deangarden Wood which forms a large part of the site. Formal public</p>	

	<p>access will be established by means of new public footpaths. There will be a public drop-in session to discuss the plans at the Wrights Meadow Centre on Friday 26 February.</p> <p>The Group were told that WDC had just received the final draft of the Development Brief for Abbey Barn South and that they would receive copies before their next meeting on 29 February but Cllr Brownridge reported that it had not yet been circulated.</p> <p>e) Cheppng Wycombe LAF Cllr Mash and Clerk attended. The VAS has been signed off now and a purchase order raised. There was some funding left so it was proposed the following projects be approved: Yellow lines for parking restrictions - £15,000 The LAF confirmed the decision to allocate £15k for phase 2 of the yellow lines implementation. It was advised that phase 1 should be fully completed before the second phase begins. Installation of Zebrite halos on pedestrian crossings - £6211 The LAF confirmed the decision to allocate funding for the installation of zebrite halos on pedestrian crossings in the LAF area. Heath End Road had been identified as the first crossing to be upgraded on condition that match funding could be secured from Chepping Wycombe Parish Council to allow two crossings to be upgraded, the second being in Loudwater. A saving can be made on TfB costs by ordering both schemes at the same time. Sports Development Week - £3,300 The Adventure Learning Foundation had submitted a proposal across 3 LAF areas (Chepping Wye Valley, South West Chilterns and Marlow and High Wycombe) to arrange a sports education week to provide free/heavily subsidised training for young sports coaches. The total cost of £10,000 would be shared across the 3 LAF areas with the proposal for this LAF's share to be £3300. The event will consist of at least 30 courses and workshops designed to up-skill and qualify the voluntary workforce within the sport and physical activity sector. The target market for the courses will be the community sports clubs and organisations. Through the courses, it is hoped that community sport delivery is of a better quality and a higher level of safety. This will be achieved through Safeguarding and Protecting Children courses, First Aid courses, sport specific workshops and coaching qualifications. In addition to this, ALF intend to run workshops on VAT for sports clubs and how to attract and manage volunteers. This will help to safeguard the future of our clubs for the communities in which they are based</p> <p>f) WPH Athletics Club Cllrs Morton, Brownridge, Emmett and the Clerk meet with members of WPH. It was a productive meeting. They are keen to forge community relations with Little Marlow parishioners and gave details of their Athletics Meetings. They advised the Council that there won't be any large meetings by the Schools or the County this year, due to the problems of parking last year. Cllr Emmett said he would ask fellow landowners if there was a possibility to use land for additional parking. The Athletics club will contribute to the newsletter.</p> <p>g) Marlow Community Forum, 27 January Cllr Brownridge represented the Parish Council. Marlow Town Council reported that they were in the process of taking on devolved services from both WDC and Bucks CC. Marlow Thames Rotary has</p>	
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	funded a defibrillator for Higginson Park. It will be sited at the Costa coffee stall.	
380/16	18. Correspondence to the Council Letters from Well End Cottages Residents which has been discussed as part of Agenda Item 10. Local Area Neighbourhood Plan – Hurley and Walthams Parish Council. It was RESOLVED to for the Clerk to congratulate the Parish Councils involved and confirm that LMPC was in support of the plan..	Clerk
381/16	19. Public Participation Cllr Downes – Progress has been made with Openreach regarding better broadband to Little Marlow Village. Discussion regarding the trees being felled on LaFarge land and the impact it is having on the permissive paths around the LM Lakes and Country Park.	
382/16	Items to be included on next Agenda – 5th April Consideration of changing the terms and conditions regarding the non allowance of burials from individuals who lived outside the parish.	
383/16	Dates of Future Meetings 5 th April, 17 th May Annual Council Meeting and Council Meeting, 27 th Annual Parish Meeting	
There being no further business to be transacted the meeting was closed at 9.50pm		

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

Signed:
Chairman

Date: