

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 15<sup>th</sup> December 2020 remotely via  
Microsoft Teams commencing at 8pm

## CONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman, Cllr V Morton (VM), Cllr K Acres (KA), Cllr J Downes (JD), Cllr G Fitchew (GF), Cllr Anna Crabtree (AC), Cllr R Mash (RM) – entered 8.04pm		
Mrs J Murray – Parish Clerk		Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock, William Northcroft, Neil Townsend, Verity West
Minute Ref:	Agenda Item	Action
2146/20	<b>1. Apologies for Absence</b> Cllr R Randall (RR), Cllr P Emmett (PE),	
2147/20	<b>2. Declarations of interest – pecuniary or prejudicial - None</b>	
2148/20	<b>3. To approve the Minutes of Parish Council Meeting of 10<sup>th</sup> November 2020</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council and the Chairman will print and sign the minutes and retain for filing at a later stage.	<b>VB</b>
2149/20	<b>4. To take reports from these minutes for NOTE</b> 2131/20 Chilterns Rangers – following an update that Bucks Council do not have responsibility or a budget for path clearing the Council <b>RESOLVED</b> to agree to support their bid for funding to Community Board to sum of £500	<b>VB</b>
2150/20	<b>5. Finance</b> <b>a) To approve income and expenditure report for November 2020</b> The Council <b>RESOLVED</b> to approve the report for November 2020 <b>b) To approve minutes of Budget Committee meeting on 19th November &amp; 3rd December 2020</b> The Council <b>RESOLVED</b> to agree to the Budget Committee Meeting minutes, with one amendment to the meeting minutes of 19 <sup>th</sup> November: removal of £1,000 budget to maintain The Pavilion floor <b>c) To consider draft Budget for 2021/2022 and agree Precept</b> The Council <b>RESOLVED</b> to agree to the draft budget for 2021/2022 recommended by the Budget Committee and also the Committee's recommendation that Council should not ask for an increase to the precept. They would request a precept of £53,851 from Buckinghamshire Council for 2021/22. <b>d) To consider deposit of cheques to LMPC bank account via Lloyds Bank new technology</b> The Council <b>RESOLVED</b> to agree to deposit cheques via the Lloyds Bank app on the Parish Clerk's Office mobile phone.	<b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>
2151/20	<b>6. Planning</b> <b>a) To consider report</b>  <div style="text-align: center;"><b><u>Little Marlow Parish Council</u></b> <b><u>Planning December 2020 Council Meeting</u></b></div> 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 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 Buckinghamshire Tree Officer. Buckinghamshire Council's planning list can be found at: <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> <div style="text-align: center;"><b>Buckinghamshire Council</b> <b>WEEKLY LIST OF PLANNING APPLICATIONS up to 11.12.2020</b></div>	

Chairman initials]

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Reduce crown height by approximately 1m above previous pruning points to give a resulting height of 21m and reduce extended lateral limb by a maximum approximately 2.5m x 1 Lime (T1) and reduce crown height by reducing to approximately 1m above previous pruning points to give a resulting height of 21m x 1 Lime (T2) to maintain and prevent beakage

**Old Thatch Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS**

Ref. No: 20/08236/TPO | Received: Wed 02 Dec 2020 | Validated: Wed 02 Dec 2020 | Status: Pending Consideration

**LMPC Comment** The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Submitted 8<sup>th</sup> December 2021.

Fell to ground level x 1 Horse Chestnut (T1)

**Heronsgate The Avenue Bourne End Buckinghamshire SL8 5RD**

Ref. No: 20/08193/CTREE | Received: Sat 28 Nov 2020 | Validated: Sat 28 Nov 2020 | Status: Pending Consideration

**LMPC Comment** The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Submitted 8<sup>th</sup> December 2021.

Householder application for construction of part two storey/part single storey front and rear extensions and single storey side extension following demolition of existing garage  
**9 Wendover Road Bourne End Buckinghamshire SL8 5NS**

Ref. No: 20/ FUL 08131/ | Received: Tue 24 Nov 2020 | Validated: Tue 24 Nov 2020 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council objects as the application reduces car parking to one space which, for a house of this size, is inadequate and will force car parking onto the road. Also, the nature of housing on this section of the road is of detached houses with clear space between those houses. This application, with building right up to the boundary of the next door plot, would change the appearance of the whole group of houses and is therefore considered over-development. We have no objection to a rear extension, to the extent that adequate parking is maintained.

Householder application for construction of front porch, pitched roof dormer window to front, part single/part two storey rear extension, extension to existing garage and fenestration and internal alterations

**16 Abbey Road Bourne End Buckinghamshire SL8 5NZ**

Ref. No: 20/08040/FUL | Received: Sat 14 Nov 2020 | Validated: Sat 14 Nov 2020 | Status: Pending Consideration

**LMPC Comment** No objection

**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:**

Fell x 1 Lime (T1)

**Streamside The Drive Bourne End Buckinghamshire SL8 5RE**

Ref. No: 20/07692/CTREE | Received: Tue 13 Oct 2020 | Validated: Tue 13 Oct 2020 | Status: To Make a Tree Preservation Order

Re-reduce height by 4 - 5 metres to allow more light into the garden x 1 Conifer (T6)

**Orchard Cottage The Avenue Bourne End Buckinghamshire SL8 5QY**

Ref. No: 20/07695/CTREE | Received: Tue 13 Oct 2020 | Validated: Tue 13 Oct 2020 | Status: Not to make a Tree Preservation Order

Repollard to previous points to contain and shape x 1 Willow (T1)

**Orchard Cottage The Avenue Bourne End Buckinghamshire SL8 5QY**

Ref. No: 20/07699/TPO | Received: Tue 13 Oct 2020 | Validated: Tue 13 Oct 2020 | Status: Application Permitted

	<p>Householder application for demolition of existing attached garage and conservatory and construction of single storey front, side and rear extensions, loft conversion to create habitable accommodation in connection with 3 x rear dormers and alterations to vehicular access and driveway with hard and soft landscaping  <b>Three Willows Sailing Club Road Bourne End Buckinghamshire SL8 5QS</b>  Ref. No: 20/07539/FUL   Received: Tue 29 Sep 2020   Validated: Fri 02 Oct 2020   Status: Application Permitted</p> <p>Householder application for part conversion of garage to habitable accommodation  <b>Treetops Lockbridge Road Bourne End Buckinghamshire SL8 5QT</b>  Ref. No: 20/07510/FUL   Received: Fri 25 Sep 2020   Validated: Tue 29 Sep 2020   Status: Application Permitted</p> <p>Householder application for construction of two storey front extension incorporating porch with gabled roof, single storey side and rear extension, enlargement of existing dormer to create additional living accommodation to existing first floor, detached double garage, entrance gates, fencing and hardstanding to front, fenestration alterations and creation of new verge crossover from Lockbridge Road  <b>Conkers Lockbridge Road Bourne End Buckinghamshire SL8 5QT</b>  Ref. No: 20/07429/FUL   Received: Fri 18 Sep 2020   Validated: Thu 24 Sep 2020   Status: Application Refused</p> <p>Certificate of Lawfulness for proposed works to a listed building comprising of repainting and repairing the current external windows  <b>Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ</b>  Ref. No: 20/07407/CLPLB   Received: Mon 14 Sep 2020   Validated: Tue 29 Sep 2020   Status: Grant Certificate - Proposed Development</p> <p><b>b. To receive an update on Spade Oak Application</b>  Cllr Brownridge reported that the Planning Officer had confirmed that the application would be considered by the West Buckinghamshire Area Planning Committee in the new year. The Officer could not provide any further information in terms of potential dates as the case was pending consideration so that further details could be submitted. According to the Council Calendar, the Committee meets every four weeks and is next due to meet on 5 January and 2 February. Bucks Council should write to all those who objected to the application about a week before the meeting to inform them that the committee will consider the application and inviting them to register their wish to speak. Only those who have sent individual written objections can speak at Planning Committee. There is a time limit for speakers which is three minutes in total for all objectors and three minutes for the applicant to respond. A further three minutes is allowed for a representative of the Parish Council. Cllr Brownridge advised that since the notice given is very short, residents who have objected to the application in writing might want to start giving thought to whom they might appoint as a spokesperson and which arguments they want to focus on.</p> <p>It was agreed at the Public Meeting that a Vision Group should be set up with Charles Brocklehurst to discuss plans for the wider country park. This would comprise representatives of LMPC, the two Residents Associations and the Country Park Partnership. Cllr Downes, with his Residents' Association hat on, kindly agreed to take the lead in following up with Mr Brocklehurst. They have been in touch.</p> <p>A communication system has now been put in place to enable residents to contact the film company and vice versa. This seems to be working quite well.</p> <p>Residents still have many concerns about the development. Two residents had written to the Council to ask if their concerns could be considered by the Council. Cllr Brownridge invited Mr Northcroft and Mrs Falk to speak.</p> <p>The Council <b>RESOLVED</b> to write to Charles Brocklehurst at Buckinghamshire Council to ask for clarification in relation to Ancillary Land Use, Permitted Development Planning rules, whether S106 had been applied and re-investment of funds in the Country Park, plus set up of a Vision Group.</p>	<p>Clerk &amp; JD</p>
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2152/20	<p><b>7. The Pavilion and Recreation Ground –</b></p> <p><b>a) To consider maintenance quote from Playdale</b> The Council <b>RESOLVED</b> that Councillors Phil Emmett &amp; Anna Crabtree would review the inspection report and arrange a phone call with Playdale to discuss their quote. The council <b>RESOLVED</b> to instruct Playdale to carry out the maintenance works once Cllrs Emmet and Crabtree had agreed with them which works they should carry out.</p> <p><b>b) To consider memorial bench request</b> The Council <b>RESOLVED</b> to agree to the recreation memorial bench request and asked the Clerk to arrange installation.</p>	<p>Clerk, PE, AC</p> <p>Clerk</p>
2153/20	<p><b>8. Allotments</b></p> <p><b>a) To consider new allotment holder's request to remove rubbish from plot</b> The Council <b>RESOLVED</b> not to arrange a skip at the allotments but instead asked the Clerk to arrange for allotment rubbish to be removed and added to skip at Abbotsbrook Hall, arranged from clearing the fire exit at Abbotsbrook Hall and the old Cemetery gate.</p>	Clerk
2154/20	<p><b>9. Open Spaces &amp; Burial Ground</b></p> <p><b>a) To consider timetable for tender process for Open Spaces and Burial Ground contracts</b> The Council <b>RESOLVED</b> to agree to the tender process timetable</p> <p><b>b) To consider Open Spaces contract &amp; Burial Ground contract</b> The Council <b>RESOLVED</b> to agree to all tender documentation drafted</p> <p><b>c) To appoint members of Tender Committee</b> The Council <b>RESOLVED</b> to appoint Councillors Valerie Brownridge, Kath Acres and Geoff Fitchew to the Tender Committee</p>	Clerk
2155/20	<p><b>10. COVID 19 update –</b></p> <p><b>a) To receive an update from the COVID-19 Committee</b> Cllr Brownridge reported that following the publication of the new COVID winter plan and the guidance on local restriction tiers on 23 November, she had reviewed the Council's COVID 19 Terms and Conditions and the COVID 19 Hirers checklist. Only one change had been required to para 9 of the Hirers Checklist to reflect the fact that performances were now allowed subject to certain conditions.</p> <p>In line with the guidance on tier 2 which came into force on 2 December, the COVID 19 Committee had asked the Clerk to take the following action:</p> <ul style="list-style-type: none"> <li>• e-mail the pre-schools, football and boot-camp to confirm that they would be able to continue to hire AH/Pavilion/recreation ground after 2 December;</li> <li>• e-mail the leaders of the Tai Chi, Pilates and Yoga to inform them that they could return to the Pavilion/Abbotsbrook Hall provided that they adhered to the new Government guidelines for physical activity and exercise classes for Tier 2;</li> <li>• send a copy of our updated terms and conditions and checklist to all hirers;</li> <li>• amend the notices on our website and notice boards and at the Playground to reflect new guidance.</li> </ul> <p>BALC had notified the Council that NALC had reviewed and updated its COVID guidance. NALC strongly advises local councils to continue to meet remotely. They have the power to continue to meet remotely till 21 May 2021.</p> <p>The Council <b>RESOLVED</b> to follow NALC guidance: Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology currently until May 2021 and are advised to make use of those powers.</p>	
2156/20	<p><b>11. Review of policies:</b></p> <p><b>a) To consider Maintenance Policy</b> Councillor Jason Downes reported to the council that research had been carried out, assisted by the Clerk, across a number of different councils to ascertain standard practice on maintenance eg recent example of broken boiler at ABH, which required immediate replacement. It was <b>RESOLVED</b> that Councillor Downes would distribute a paper to all councillors to review prior to the next parish council meeting to enable a decision to be made on what the Council's future policy should be on authorising maintenance expenditure.</p> <p><b>b) To review Standing Order Policy</b> The Standing Order Policy would be reviewed at the next parish council meeting to take account of the decisions Council takes on maintenance expenditure.</p>	JD

	<p><b>c)To review Financial Regulations Policy</b> The Council <b>RESOLVED</b> to adopt the draft revised Financial Regulations subject to an additional amendment to para5.2 proposed by the Chairman. The Clerk would upload to the parish council website.</p>	
2157/20	<p><b>12. To review newsletter timetable, contributions &amp; distribution schedule</b> The Council <b>RESOLVED</b> to agree to the parish council newsletter timetable and to assist in distribution of the newsletter</p>	Clerk
2158/20	<p><b>13. To consider festive opening times &amp; revised council meeting dates for 2021</b> The Council <b>RESOLVED</b> to agree to parish council office festive opening times and revised council meeting dates for 2021. Clerk to upload to website and print and distribute meeting calendar to all noticeboards.</p>	Clerk
2159/20	<p><b>14. To consider Clerk Appraisal and salary review</b> Due to the personal information regarding the Parish Clerk the Chairman took a vote regarding this item and moved it into Confidential Items.</p>	
2160/20	<p><b>15. Reports from Outside Bodies:</b>  <b>a) Marlow Society</b> Councillor Vivien Morton reported that there were no minutes of the meeting available  <b>b) BMKALC AGM</b> Cllr Brownridge and Cllr Crabtree represented LMPC at the BMKALC AGM on 20 November. Countess Howe was elected as the new President to replace Sir Henry Aubrey-Fletcher. The keynote speech was given by a representative from NALC.  <b>c) SW Chilterns Community Board</b> Cllr Brownridge represented the Parish Council at the Community Board on 24 November. There was a much better representation of Parish Councils than at the previous meeting. The Bucks Council Service director for Business Operations gave a presentation on the Customer Service Centres and the Council Access Points which are how residents can access the Council. Our nearest Council Access Point will be at Marlow library. Bucks Council are in the process of setting up a new point of contact for use by Town and Parish Councils and Community Boards. There were also presentations from Thames Valley Police, the Red Cross and the COVID 19, TIRR and Broadband working groups. Funds were allocated to Lane End Players and Lane End Football Club, subject to matched, and to Seed 1.  <b>d) SW Chilterns Community Board TIRR and COVID 19 Working Groups</b>  <b>Community Board – COVID 19 sub-group</b> Cllr Brownridge represented the Parish Council at the Community Board – Transport and Infrastructure Sub-group on 11 November. The Clare Foundation gave a presentation. Bids for funding from Jam Theatre, Lane End Men’s Football Club, Lane End players and Seed 1 were considered. The proposal from the Chiltern Rangers was deferred to the next meeting. It is encouraging that proposals are now being submitted by towns and parishes other than Marlow.  <b>Community Board – Transport and Infrastructure Sub-group</b> Cllr Brownridge represented the Parish Council at the Community Board – Transport and Infrastructure Sub-group meetings on 12 November and on 3 December. At the 12 November meeting Cllr Watson presented a proposal for start-up training for new businesses through Bucks Business First. Cllr Watson was asked to do some further work. Other proposals considered included bike racks in Marlow, temporary closure of Trinity Road to cars and the purchase of gazebos for free loan to communities to enable them to put on outdoor events, markets etc. The Broadband subgroup also presented a report on its first meeting. The meeting on 3 December discussed work on the Westhorpe Junction of the A404/A4155 which is due to start in January 2021 and a proposal for a one way system in Marlow which received a mixed reaction. A marker was put down that the Community Board would need to think about the impact the proposed housing development at Hollands Farm and Slate Meadow would have on neighbouring areas.  <b>Planning and enforcement briefing</b> Cllr Brownridge represented the Parish Council at this briefing on 15 December. Over 100 Councillors and clerks attended. The briefing was led by Steve Bambrick, Service Director for Planning and Environment and Cllr Warren Whyte, Cabinet member from Planning and Enforcement. They set out the changes which had been introduced since 1 April and answered questions on a range of planning and enforcement issues. A recording will be made available. Further briefings will be held in the new year.</p>	

2161/20	<b>16. Parish Clerk's Report:</b> Abbotsbrook Hall boiler was replaced & Councillor Fitchew kindly set up the timer, A meeting with Installation Manager of The Brig planned for January, Tree Surgeons meetings organised for January to discuss Abbotsbrook Hall & Cemetery works, New Fern Lane Cemetery gate installation will take place in the new year. Councillor Kath Acres will cover whilst Clerk on festive break from 18 to 29 December.	
2160/20	<b>17. Correspondence to the Council – None to report</b>	
2161/20	<b>18. Public participation – maximum 15 minutes</b> District Councillor David Watson – has written to Bucks Council Area Planning Committee and requested to speak on Spade Oak Planning Application. Little Marlow School Car Park still under discussion Verity West – referred to chat comment: Tree planting project was to encourage the parish council to consider managing and improving their land better for wildlife. Since a suitable place was not offered by the parish council the offer to buy, plant and maintain a tree personally has been withdrawn. Wild Marlow will be working directly with the church to improve the church land for wildlife in the new year. Verity also copied the parish council in on correspondence with Bucks Planning department to highlight that Westhorpe Advertising banners were in breach of planning. Planning enforcement to be contacted by Verity. Neil Townsend – joined the parish council meeting to discuss planning application for 9 Wendover Road. He stated that most of his points had been covered within the meeting, but highlighted the application contravenes planning regulations.	
2162/20	<b>19. Confidential items</b> That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media is excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. <i>The Clerk left the remote meeting during this discussion.</i> After a discussion of the Clerk's Appraisal it was <b>RESOLVED</b> that the Council would consider at its March meeting whether the Clerk should receive a pay rise of one increment in March 2021.	
2163/20	<b>20. Items to be included on the next Agenda-</b>	
/20	<b>21.Dates of the next meetings:</b> Parish Council meeting 26 <sup>th</sup> January 2021 at 8pm, Budget Meeting 11 <sup>th</sup> February 2021 at 1.00pm	
There being no further business to be transacted the meeting was closed at 21.57		

#### Abbreviations:

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks
LAT	TfB Local Area Technician	WDALC	Wycombe District Assoc. of Local Councils
LMRA	Little Marlow Residents' Assoc	ROW	Rights of Way
VAS	Vehicle Activated Sign	BMKALC	Bucks Milton Keynes Association of Local Councils
PCSO	Police Community Support Officers	LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership		

Signed: .....  
Chairman

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

Chairman initials6

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