

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 18th August 2020 remotely via
Microsoft Teams commencing at 8pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman, Cllr V Morton (VM), Cllr K Acres (KA), Cllr J Downes (JD), Cllr R Mash (RM), Cllr P Emmett (PE) – entered meeting at 20.10, Cllr G Fitchew (GF) – entered meeting at 20.11		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Johncock	
Minute Ref.	Agenda Item	Action
2086/20	1. Apologies for Absence Cllr R Randall (RR)	
2087/20	2. Declarations of interest – pecuniary or prejudicial Cllr P Emmett and Cllr R Mash declared an interest in planning application Land at Horton Wood Cllr G Fitchew declared an interest in planning application Tythe Barn	
2088/20	3. To approve the Minutes of Parish Council Meeting of 7th July 2020 The Council RESOLVED 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.	VB
2089/20	4. To take reports from these minutes for NOTE: 2067/20 11d&e Revised Disclosure of Pecuniary Interests, to include Directorships and Gifts & Hospitality - forms to be completed and returned by Cllr R Mash & Cllr R Randall 2069/20 b) Little Mell – Planning application – Cllr J Downes & Cllr G Fitchew visited Little Mell and have asked the Clerk to feedback “Object due to overdevelopment” to Buckinghamshire Council and Property owner, which was the original council feedback. 2070/20 b) The Council RESOLVED to purchase the Phoenix Fire Commander safe	Clerk Clerk Clerk
2090/20	5. Co-option of Parish Councillor a) To consider deferring of two applications received for co-option of Councillor until October 2020 Parish Council meeting, as neither candidate available to attend August meeting The Council RESOLVED to defer co option of Councillor until the next parish council meeting as the candidates were unavailable to attend the August meeting.	Clerk
2091/20	6. Finance a) To approve income and expenditure report for July 2020 The Council RESOLVED to approve the report. - The Clerk was requested to create a separate accounts code for Spade Oak Car Park and remove from Devolved Services and to transfer funds from EMR to cover the Pavilion Refurbishment. b) To approve the Budget Committee Meeting minutes of 23rd July 2020 The Council RESOLVED to approve the meeting minutes. The Chairman will print and sign the minutes and retain for filing at a later stage.	Clerk Clerk
2092/20	7. Planning a) To consider report <div style="text-align: center;"><u>Little Marlow Parish Council</u> <u>Planning August 2020 Council Meeting</u></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.	

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<p>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 Council Tree Officer.</p> <p>The planning register can be found online at: https://publicaccess.wycombe.gov.uk</p> <p style="text-align: center;">Buckinghamshire Council WEEKLY LIST OF PLANNING APPLICATIONS up to 14.08.2020</p> <p><u>Outline application (including details of scale) for removal of two existing single storey structures & erection of a single storey structure with mezzanine floor with all other matters reserved</u></p> <p>Planning Application Land At Horton Wood Winchbottom Lane Little Marlow Buckinghamshire Ref. No: 20/06160/OUT Received: Wed 13 May 2020 Validated: Wed 15 Jul 2020 Status: Pending Consideration</p> <p><u>LMPC Comment</u> The council asked the Clerk to make contact with Buckinghamshire Council Planning Department to request more information from the applicant, particularly the purpose of the building and how it was to be used.</p>	Clerk
<p><u>Fell x 1 Ash (T1)</u></p> <p>Planning Application Tythe Barn The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 20/06901/CTREE Received: Sun 26 Jul 2020 Validated: Mon 27 Jul 2020 Status: Pending Consideration</p> <p><u>LMPC Comment</u> Tree comment</p>	
<p><u>Reduce crown height and spread by approximately 1-2 meters to maintain as smaller tree x 1 Cedar (T2), cut down to stump x 1 Coniferous Tree (T10) and x 1 Holly (T3), reduce crown height and spread by approximately 1-1.5 metres x 1 Yew, reduce in height to approximately 5 meters and trim front of hedge x 1 Yew Group (G2), remove longest branches over deck x 1 Coniferous Tree (T7), reduce crown height by approximately 1-2 meters to create hedge x Mixed Species group (G5), dismantle x 1 Coniferous Tree (T9) and trim as hard as possible x 1 Holly (T8)</u></p> <p>Planning Application Hurstfield The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 20/06955/CTREE Received: Thu 30 Jul 2020 Validated: Thu 30 Jul 2020 Status: Pending Decision</p> <p><u>LMPC Comment</u> Tree Comment – parish council believe works have already been carried out</p>	
<p><u>Reduce crown spread by approximately 1-2 meters to secondary and tertiary points retaining green growth, remove all dead, diseased and broken branches 4 centimeters in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure x 1 Cedar (T1)</u></p> <p>Planning Application Hurstfield The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 20/06896/TPO Received: Sat 25 Jul 2020 Validated: Sat 25 Jul 2020 Status: Pending Decision</p> <p><u>LMPC Comment</u> Tree comment</p>	Clerk

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	<p><u>Crown reduce by 1-2 metres x 1 Pear (T1), crown reduce by 1 metre and remove thin epicormic shoots x 1 Purple Leaf Plum (T2), crown reduce by 1.5 metres x 1 Silver Birch (T3) and crown reduce by 1 metre x 1 Magnolia (T4)</u></p> <p>Planning Application Chant Cottage The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 20/06977/CTREE Received: Mon 03 Aug 2020 Validated: Mon 03 Aug 2020 Status: Pending Decision</p> <p><u>LMPC Comment</u> Tree comment</p>	
	<p><u>Householder application for construction of front porch, single storey rear orangery extension, insertion of 5 x roof lights to existing roof and hip-to-gable roof extension to rear in connection with creation of additional living accommodation to first floor and associated external alterations. Construction of single storey detached double garage</u></p> <p>Planning Application Two Oaks Fern Lane Little Marlow Buckinghamshire SL7 3SD Ref. No: 20/06986/FUL Received: Tue 04 Aug 2020 Validated: Wed 05 Aug 2020 Status: Pending Consideration</p> <p><u>LMPC Comment</u> No objection</p>	
	<p><u>Fell 1 x Ash and 1 x Goat Willow</u></p> <p>Planning Application Spinney View House The Drive Bourne End Buckinghamshire SL8 5RE Ref. No: 20/06996/CTREE Received: Tue 04 Aug 2020 Validated: Tue 04 Aug 2020 Status: Pending Decision</p> <p><u>LMPC Comment</u> Tree comment</p>	
	<p><u>Section fell x 1 Silver Birch (T1), re-pollard at historic pollard points at crown break x 1 Hornbeam (T2), crown lift to give approximately 4m clearance x 1 Walnut and Sweet Chestnut (T3 & T4) and section fell 1 x contorted Willow (T5)</u></p> <p>Planning Application Trees The Avenue Bourne End Buckinghamshire SL8 5RD Ref. No: 20/07036/CTREE Received: Sun 09 Aug 2020 Validated: Sun 09 Aug 2020 Status: Pending Consideration</p> <p><u>LMPC Comment</u> Tree comment</p>	
2093/20	<p>8. The Pavilion and Recreation Ground -</p> <p>a) To consider quote for internal Pavilion painting The Council RESOLVED to accept A&B Decorations quote [of £4,100.00]</p> <p>b) To consider hall hire fees for; individuals, regulars and preschools The Council RESOLVED not to increase the standard hire fees for one-off/occasional hires, to amend the 18.00-22.00 standard charges to an hourly rate and to rationalise the hire fees for regular hirers by charging them all the standard hire fee minus a 30% discount. Council asked the Clerk to communicate the new fees to the regular hirers. The Council also RESOLVED to defer discussion of the pre-school hire charges until the Council's January meeting and that a few members of the budget Committee should meet with the Little Marlow pre-school leader in October to review the Pre-school fees.</p> <p>c) To consider fees for LMCC for 2020/2021 The Council RESOLVED to agree to the draft invoice and forward to LMCC for payment.</p> <p>d) To consider Bucklands quote for removal of dead trees around Recreation Ground The Council RESOLVED to request a further quote from the company who worked previously on the Recreation Ground Trees.</p> <p>e) To consider quote from ARD Playground for 2020/2021 playground inspections</p>	<p>Clerk</p> <p>Clerk</p>

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	The Council RESOLVED to accept the quote from ARD Playgrounds for playground inspections– 3 x £40.50.	
2094/20	9. Abbotsbrook Hall – a) To consider hall hire fees for; individuals, regulars and preschools The Council RESOLVED not to increase the standard hire fees for one-off hires, to amend the 18.00-22.00 standard charges to an hourly rate and to rationalise the hire fees for regular hirers by charging them all the standard hire fee minus a 30% discount. Council asked the Clerk to communicate the new fees to the regular hirers. The Council also RESOLVED to defer discussion of the pre-school hire charges until the Council's January meeting and that a few members of the budget Committee should meet with the Abbotsbrook pre-school leader in September/October to review the Pre-school fees.	
2095/20	10. Burial Ground a) To consider quote to prepare area for new burial plots The Council RESOLVED to accept the quote from S R Farm Services [of £880] to cut back the hedge at Fern Lane Cemetery. Cllr P Emmett pointed out this should be done post 1 st September 2020. A second quote would be requested for the burial ground works and presented at the next Council meeting. b) To review and agree revised burial paperwork, to include ashes interment sexton fee The Council were advised that in line with best practice, as recommended by the ICCM, the clerk will in future be present at the interment of ashes. The Council RESOLVED to agree to the same sexton fee charge for both burials and interment of ashes and to agree to the update of Burial Ground paperwork presented. Clerk to update the website.	Clerk Clerk
2096/20	11. Allotments a) To consider Bucklands offer to trim and mark wild allotment plots free of charge The Council RESOLVED to accept the kind offer from Bucklands to trim back the overgrown allotments.	Clerk
2097/20	12. COVID 19 Guidance a) To consider any recent Government COVID 19 guidance which has implications for the Parish Council The Council considered the most recent COVID 19 governmental guidance relating to the safe use of multi-purpose community buildings and Council buildings and the wearing of face masks in Community buildings and RESOLVED to amend its documentation for hirers and its signage to reflect this. b) To consider additional COVID-19 terms and conditions for hirers The Council RESOLVED to adopt the draft COVID 19 term and conditions for hirers and the COVID 19 Checklist for Hirers, both of which would be given to hirers in addition to the standard Terms and Conditions. c) To consider the purchase of a hand sanitiser dispenser for Pavilion/Abbotsbrook Hall The Council RESOLVED to purchase two hand sanitisers: one for The Pavilion and one for Abbotsbrook Hall at the cost of £401.07	Full Council
2098/20	13. Review of Promotional Advertising Signs along Parish Roads a) To review signs around parish following request from Marlow Society The Clerk had sought guidance from Buckinghamshire Council about the rules regarding signage around the Parish and had been advised that complaints about proliferation of advertising signs should be made online to Buckinghamshire Council, through the enforcement complaints form on the planning page. The Clerk to communicate this information to Marlow Society. The Council reviewed its temporary signage paperwork and RESOLVED to find ways of getting the message out to the community that anyone putting temporary signage up (eg advertising social events/sporting events/cultural events) was required to apply to the Parish Council for permission and that signs were permitted to be erected for 4 weeks only.	Clerk
2099/20	14. Buckinghamshire Community Board a) To elect LMPC representative for South West Chilterns Community Board Councillor Valerie Brownridge offered to be the LMPC representative on the South West Chilterns Community Board and the Council RESOLVED to accept her offer	
2100/20	15. Reports from Meetings of Outside Bodies: a) Marlow Society – Cllr Vivien Morton had no report to make	

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	<p>b) South West Chilterns Community Board – Cllr Brownridge and the Clerk attended this remote meeting. Cllr Brownridge reported that she was disappointed by the poor turn-out of Parish Councils and the fact that representatives from other community organisations had not been invited. The Terms of Reference for the Board had been drawn up without any consultation with PCs. £10,000 of the £16,000 COVID 19 Grant and Recovery fund had been allocated to projects in Marlow. A decision was taken to set up two sub-groups, one focussing on COVID 19, including mental health issues, health and well-being, community well-being, youth and loneliness, to be chaired by Cllr Suzanne Brown and the other focussing on Transport and Infrastructure to include regeneration and economic development to be chaired by Cllr Alex Collingwood. It was clear much of the work would be done and decisions taken by the subgroups and then brought back to the board for ratification. PCs were not going to have a vote, just Bucks Councillors. The next meeting would be on 14 September.</p> <p>c) BMKALC Executive Meeting - Alastair Nicholson, Development Manager from Bucks Council gave a presentation on the planning processes at Bucks Council. Bucks Council had on the whole adopted the procedures followed by Wycombe District Planners. However, large planning applications such as large infrastructure projects, would be dealt with by the new Strategic Planning Committee. BMKALC were continuing to hold regular meetings with the new Localism team at Bucks and to discuss with them concerns PCs have raised on a range of issues. Most training is currently on hold but BMKALC had held 2 remote Councillor training sessions as well as CiLCA training and were looking at other courses they might do remotely.</p>	
2101/20	14. Parish Clerk's Report Painting of external Pavilion complete – snagging to be carried out over weekend: photos to be added to website. Pest control ABH complete. Allotments: 2 double plots & 2 single plots signed up. 2 remaining – very overgrown. Spade Oak Car Park tree works complete. DPI's to include directorships – new forms to be distributed.	
2102/20	18. Correspondence to the Council Roy Mills – correspondence was received regarding the cricket net around the perimeter of the recreation ground. The Clerk would liaise with contractors to ensure the hedge was not cut too low but also suggested making contact with LMCC to ensure nets were effectively in place.	Clerk
2103/20	19. Public participation – maximum 15 minutes	
2104/20	20. Confidential items- None	
2105/20	21. Items to be included on the next Agenda- None	
2106/20	22. Dates of the next meetings: Parish Council meeting 6 th October 2020, Budget Meeting 22 nd October 2020 at 1.30pm	
There being no further business to be transacted the meeting was closed at 21.50.		

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	BALC	Bucks 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 initials

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