

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday at 7<sup>th</sup> July 2020 remotely via Microsoft Teams commencing at 8pm

**UNCONFIRMED**

<b>Present:</b> Cllr V Brownridge (VB) – Chairman, Cllr V Morton (VM), Cllr P Emmett (PE), Cllr K Acres (KA), Cllr J Downes (JD), Cllr R Randall (RR),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock, Group Commander Steve Hawkins (Buckinghamshire Fire and Rescue service), Simon Carter, Verity West	
<b>The Attendance Sheet was completed by The Clerk</b>		
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
<b>2064/20</b>	<b>1. Apologies for Absence</b> Cllr R Mash (RM), Cllr G Fitchew (GF)	
<b>2065/20</b>	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
<b>2066/20</b>	<b>3. To approve the Minutes of Parish Council Meeting and Annual Parish Council meeting of the 26<sup>th</sup> May2020</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council and the Annual Council Parish Meeting and the Chairman will print and sign the minutes and retain for filing at a later stage, once lockdown is lifted.	<b>VB</b>
<b>2067/20</b>	<b>4. To take reports from theses minutes for NOTE:</b> 2002/20/5a Abbotsbrook Bridge Club payment received 2052/20 11d&e Revised Disclosure of Pecuniary Interests, to include Directorships and Gifts & Hospitality will be emailed to all councillors to be completed and returned to the Clerk.	<b>Clerk</b>
<b>2068/20</b>	<b>5. Finance</b> <b>a) To approve income and expenditure report for May &amp; June 2020</b> The Council <b>RESOLVED</b> to approve the reports. A journal would be raised to amend the entry 3170 from expenses to sexton fees. <b>b) To consider confirmation of Year End Accounts 2019/2020</b> The Council <b>RESOLVED</b> to approve the Year End Accounts for 2019/2020. <b>c) Annual Governance and Accountability Return</b> <b>a. To consider Internal audit report 2019/2020</b> The Council <b>RESOLVED</b> to approve the Internal audit report for 2019/2020. <b>b. To approve Section 1 &amp; 2 – Annual Governance Statement &amp; Accounting Statement 2019/2020</b> The Council <b>RESOLVED</b> to approve the Annual Governance Statement and Accounting Statement for 2019/2020.  The Chairman would duly sign all year end documentation on behalf of Little Marlow Parish Council and The Clerk would arrange to collect the documentation to complete.	<b>Clerk</b>          <b>Clerk</b>
<b>2069/20</b>	<b>6. Planning</b> <b>a) To consider report</b>  <b><u>Little Marlow Parish Council</u></b> <b><u>Planning March 2020 Council Meeting</u></b>  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 – The Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Council Tree Officer.

The planning register can be found online at: <https://publicaccess.wycombe.gov.uk>

# Buckinghamshire Council

## WEEKLY LIST OF PLANNING APPLICATIONS up to 01.07.2020

Remove near ground level as the drains are being affected by root activity x 1 Western Red Cedar

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

Ref. No: 20/06568/CTREE | Received: Thu 25 Jun 2020 | Validated: Thu 25 Jun 2020 | Status: Pending Consideration

LMPC Comment	Tree comment

Reduce by 2.5 metres and reshape by 2 metres to manage the tree with its proximity to house and neighbours property x 1 Yew (T1)

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

Ref. No: 20/06553/TPO | Received: Wed 24 Jun 2020 | Validated: Wed 24 Jun 2020 | Status: Pending Consideration

<b>LMPC Comment</b>	<b>Tree comment</b>

Crown thin by 25%, crown lift up to 8 metres to help the light availability into house and garden, without affecting the beauty of the tree x 1 Weeping Lime (T1)

**The Meadow House Chapman Lane Bourne End Buckinghamshire SL8 5PB**

Ref. No: 20/06551/TPO | Received: Wed 24 Jun 2020 | Validated: Thu 25 Jun 2020 | Status: Pending Consideration

<b>LMPC Comment</b>	Tree comment
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Householder application for replacement of the existing flat roof with a new pitched roof incorporating side and rear gable windows and side dormer with insertion of patio doors and alterations to ground floor rear

**Fern Side Fern Lane Little Marlow Buckinghamshire SL7 3SD**

Ref. No: 20/06541/FUL | Received: Tue 23 Jun 2020 | Validated: Tue 23 Jun 2020 | Status: Pending Consideration

**LMPC Comment** No objection

Householder application for demolition of existing single storey front extension, construction of single storey front and side extension, insertion of 2 x hipped dormer windows to front and 3 x flat roofed dormer windows to rear in connection with creation of first floor living accommodation, installation of access gates to front and hard and soft landscaping

**Three Willows Sailing Club Road Bourne End Buckinghamshire SL8 5QS**

Ref. No: 20/06520/FUL | Received: Sat 20 Jun 2020 | Validated: Wed 24 Jun 2020 | Status: Pending Consideration

**LMPC Comment** Discuss with Councillor Geoff Fitchew and take his advice on whether this is over development.

Reduction by 4 metres x 1 Silver Birch

**Spinney View House The Drive Bourne End Buckinghamshire SL8 5RE**

Ref. No: 20/06504/CTREE | Received: Thu 18 Jun 2020 | Validated: Tue 23 Jun 2020 | Status: Pending Consideration

**Clerk**

**Clerk**

	<p><b><u>LMPC Comment</u></b> Tree comment</p> <p>The reduction in height and width by 6 - 8 metres x 2 Ash  <b>Spinney View House The Drive Bourne End Buckinghamshire SL8 5RE</b>  Ref. No: 20/06503/CTREE   Received: Thu 18 Jun 2020   Validated: Tue 23 Jun 2020   Status: Pending Consideration</p> <p><b><u>LMPC Comment</u></b> Tree comment</p> <p>Fell due danger from falling branches x 1 Leylandii  <b>Behind Manorton Church Road Little Marlow Buckinghamshire SL7 3RT</b>  Ref. No: 20/06493/CTREE   Received: Wed 17 Jun 2020   Validated: Wed 24 Jun 2020   Status: Pending Consideration</p> <p><b><u>LMPC Comment</u></b> Tree comment</p> <p>Height reduced by 4 metres and a crown thin by 20% x 1 Walnut Tree  <b>Lanterns Sailing Club Road Bourne End Buckinghamshire SL8 5QS</b>  Ref. No: 20/06395/CTREE   Received: Mon 01 Jun 2020   Validated: Tue 02 Jun 2020   Status: Pending Consideration</p> <p><b><u>LMPC Comment</u></b> Tree comment</p>	
2069/20	<p><b>b) To review Little Mell planning application</b>  The applicant was invited to introduce the application and highlighted that the application was submitted without background documents. These had been circulated to the council for councillors to review. The Chairman thanked the applicant for providing further documentation.</p> <p>Councillor Emmett commented that the original Parish Council comments were made based on the size of the proposed extension and that the decision will be for Buckinghamshire Council to determine.</p> <p>The Council <b>RESOLVED</b> that Councillors Downes and Fitchew would visit Little Mell to review further.</p>	JD/GF
2070/20	<p><b>7. The Pavilion and Recreation Ground –</b>  <b>a) To consider quote for extra work to complete Pavilion external refurbishment</b>  The Council <b>RESOLVED</b> to approve quote for £240 from Five Star Painters  <b>b) To consider quotes for Pavilion internal refurbishment</b>  The Council <b>RESOLVED</b> to accept the quote for internal works to begin as soon as the preschool finishes term. All other companies who had been approached had dropped out before submitting their quote. Council also <b>RESOLVED</b> to accept the quote from Elaine Smith Soft Furnishings to create new curtains. To buy up to five test chairs (not padded) and delay purchase of required number of chairs: up to 30 (no trolley) until a later date once the Pavilion is open to regular users. Councillor Emmett offered to purchase the old chairs.  The Clerk will research office safes and the Council <b>RESOLVED</b> to review the quotes and agree via email as contractor will need the dimensions.  <b>c) To consider policy on reopening of playground and request to use recreation ground for football coaching</b>  The COVID-19 Committee agreed to reopen the playground on July 4<sup>th</sup> 2020 having carried out a risk assessment. The committee felt that had the playground been left closed that the signs would be removed and the playground used without any mitigating controls in place to reduce the spread of COVID 19. The playground notice advising users of the measures they should take was circulated to council and it was <b>RESOLVED</b> to endorse the COVID-19 Committee decision.  <b>d) To review opening of Pavilion to other users</b>  The Council <b>RESOLVED</b> to allow use of the recreation ground for commercial operations/clubs, following COVID-19 governmental guidelines, for a relative fee.  The Council <b>RESOLVED</b> that LMCC will be able to use the recreation ground/cricket pitch from 11<sup>th</sup> July, also to the two Pavilion toilets, but not the changing rooms, hall or kitchen. Changing rooms are to be locked. It was decided to keep third party hirings under review and not to allow for the time being.  <b>Clerk to liaise with LMCC</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

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2071/20	<b>8. Abbotsbrook Hall</b> a) <b>To review opening of Abbotsbrook Hall to other users</b> The Council <b>RESOLVED</b> to enable Tutoring group to use ABH for mock exams on 19 <sup>th</sup> July 2020. Clerk to liaise with hirer to gather risk assessment and agree plans. Also to liaise with preschool and caretaker.	Clerk
2072/20	<b>9. COVID-19 Risk Assessment</b> a) <b>To consider COVID-19 risk assessment</b> The Council <b>RESOLVED</b> to approve the basic document and delegate to committee to amend as new governmental guidelines are introduced. The user is obliged to complete Risk Assessment and provide to LMPC.	
2073/20	<b>10. Burial Ground</b> a) <b>To consider request to include headstone monolith fixing method in Cemetery LMPC Regulations</b> The Council <b>RESOLVED</b> to agree to fixing method and add to cemetery regulations. b) <b>To consider preparation of new area for burial plots</b> Councillor Downes reported that the basic expansion plans have already been approved by council, the next stage is implementing them. Councillor Downes met with the grave digger at the burial ground to discuss preparation of the next area. Alongside footpath there is space for 12-15 burial plots. The first step would be to improve access for the hearse and level out. Assessment of burial plot positioning will be determined once works complete. Clerk to speak to families and stonemason about moving the memorial headstones and kerbs from the side back to the relevant plots. The Council <b>RESOLVED</b> to approve plans and action.  Councillor Downes and Clerk to ask burial ground contractor to quote for the work, depending on the value of the quote, other contractors might need to be approached.  c) <b>To consider arrangement for Sexton Fees</b> The Council <b>RESOLVED</b> to agree to the proposal put forward to council. The Clerk will carry out sexton duties out of office hours and will prepare a claim form for the sexton fee to be processed through LMPC accounting system. Arrangement to be added to Clerk's contract.	Clerk/ JD   Clerk/ VB
2074/20	<b>11. Remote working &amp; remote meetings</b> a) <b>To review continuation of remote Parish Council meetings following recent guidance</b> The Council <b>RESOLVED</b> to agree to remote meeting until guidelines were amended. The next remote Parish Council meeting will take place on 18 <sup>th</sup> August 2020	
2075/20	<b>12. Casual Vacancy and Co-option of New Councillor</b> a) <b>To consider process for co-option of new Councillor</b> The Council <b>RESOLVED</b> to invite candidates to the August Parish Council meeting and follow regulations to appoint a new councillor. In the meantime the Chairman requested that all councillors talk to potential candidates and distribute the application form and "What is a councillor" created by The Clerk.  Documents have been uploaded to the LMPC website and a feature is being published in Target magazine.	Full Council
2076/20	<b>13. Fire Hydrants on Marlow Road</b> a) To consider concerns raised about Hydrants along Little Marlow Road The Chairman requested and the council agreed to take agenda point forward to number 1. Group Commander Steve Hawkins, Bucks Fire and Rescue Service gave the following report about the fire on 13 June 2020:  On the night of the 13 <sup>th</sup> June 2020 the Fire Service attended a fire at Well End Farm, Marlow Road. The issue on the night was that the two nearest hydrants in the middle of road were silted up.  The older hydrants, which are on the old water main system run up and down the middle of roads. There is an element of risk to accessing old hydrants. Newer hydrants run up and down the pavements and verges and are safer to access. New hydrants do not silt up so readily.	

	<p>The fire hydrants, outside the house on fire, were silted up and situated in the middle of the road. The fire hydrant paint was not evident so the hydrants were difficult to find. Common policy is to go in either direction to find alternative fire hydrants and to look further afield. Three pumps and a turntable ladder with a long hose were sent to Well End Farm, Marlow Road. Typically there is forty minutes of water available with this type of hose. I accept that there were concerns over the lengths the firefighters went to on 13<sup>th</sup> June 2020. However, the firefighters would not expect anything different and manage each call out on the day, at the time. It may be that the firemen who went further afield was the first to find a hydrant. During the incident there was never an issue of losing water.</p> <p>Following the incident silt has been cleared out of silted up hydrants and the hydrants have been painted again (yellow). Water resistant sacks have been added to the hydrants to stop future silting. The hedges have been cut back and all hydrants are working and within test date.</p> <p>Councillor David Watson – Three fire engines were summoned to Well End Farm, which gave 40 minutes cover. Why were three fire engines summoned? It took ten minutes to find a hydrant before water was secured. If only one fire engine had arrived it would have been tight. <i>Response: A Roof fire will always be two fire engines and a turntable.</i></p> <p>There was some concern that road resurfacing had caused an issue with hydrants? <i>Response: The fire hydrants were last checked in 2018 – two years ago; the hydrants have taken around a year and a half to silt up. They silt up over time. Adding hydro sacks to fill up the gap in the hydrant works so that silt cannot get in. When the hydro sack is removed the hydrant is silt free and ready to use. Hydro sacks are being used more often. Fire Hydrants were all within date.</i></p> <p>Councillor Johncock – Fire hydrants need to be checked regularly. How many hydrants are without sacks around the county and how long to complete installation of sacks? <i>Response: There are thousands of hydrants, which are checked every five years. Each hydrant is checked, painted where can, though sometimes it is not safe to paint them. The curb side hydrants are safer to check. One or two will silt up.</i></p> <p><i>Following on from the question by Cllr Johncock, Group Commander Steve Hawkins subsequently I checked with the manager in charge of hydrants and confirmed we have approximately 14,000 hydrants and that these are inspected every four years rather than within five, as previously stated. Whilst not incorrect four years is a more exact answer and I can confirm that we achieve this target over every four year cycle.</i></p> <p>Councillor Kath Acres – Coldmoorholme Lane was recently resurfaced – was it anything to do with resurfacing. <i>Response: No the resurfacing had not impacted hydrants. Because the yellow paint had worn off the hydrants they were difficult to find.</i></p>	
2077/20	<p><b>14. Review of Promotional Advertising Signs along Parish Roads</b>  <b>a) To review signs around parish following request from Marlow Society</b>  The Council <b>RESOLVED</b> to defer to next meeting to allow collation of relevant information required for decision making.</p>	
2078/20	<p><b>15. Increase of visitors to the Parish, particularly Coldmoorholme Lane and Little Marlow Village</b>  <b>a) To consider implications such as: parking, traffic, rubbish, gatherings, safety in the water</b>  Councillor Acres updated the council and reported that the police took out an order covering Cock Marsh and can ticket and arrest if public refuse to move. It was agreed that large groups should be reported to the police and that if vehicles are obstructing local roads they should be reported to 101. Cllr Morton had received complaints re parking in the village. Cllr Randall had never seen so many people around the river bank. Marlow Rugby Club are operating an outside facility and have to be commended on their rubbish clear up from the Club up to Coldmoorholme Lane. The Council <b>RESOLVED</b> to review regularly.</p>	

	The Parish Council have done what they can with litter signage and will remain in contact with local PCSOs.	
2079/20	<b>13. Reports from Meetings of Outside Bodies:</b> <b>a) Marlow Society</b> – no report <b>b) Buckinghamshire Council's Clerk Meeting</b> - Devolution a focus, Bucks Council contact list requested again, New starters introduced - 7pm Tuesday 14th July 2020 South West Chilterns Community Board Meeting	
2080/20	<b>14. Parish Clerk's Report</b> 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.	
2081/20	<b>18. Correspondence to the Council</b> Verity West – introduced Marlow CAN Opener session: stands for Marlow Climate Action, Marlow Town Council and Great Marlow Parish Council have representatives who attend. Make aware and opportunity to attend – zoom meeting on 9 July 2020 – trying to bring together green/eco/wildlife activities in Marlow so people can be made aware of what is available. Other two councils quite involved, Clerk to circulate information.	Clerk
2082/20	<b>19. Public participation – maximum 15 minutes</b>	
2083/20	<b>20. Confidential items-</b> None	
2084/20	<b>21. Items to be included on the next Agenda-</b> None	
2085/20	<b>22. Dates of the next meetings:</b> Budget Meeting 23 <sup>rd</sup> July 2020 at 1.30pm, Parish Council meeting 18 <sup>th</sup> August 2020	
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.