

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 8th September 2015 at
The Pavilion, Little Marlow commencing at 8.00pm

CONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr A Falk (AF) Cllr K Acres (KA) Cllr V Morton (VM)		Cllr J Downes (JD) Cllr P Emmett (PE)
Mrs E Marsden Parish Clerk		2 Members of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
277/15	1. Apologies for Absence Apologies were received and accepted for Parish Councillors–Mash, Fitchew and Randall. And for District Councillors Savage and Johncock	
278/15	2.Declarations of interest – personal or prejudicial Planning Applications Cllr Emmett – 15/07306/FUL Wilton Farm Cllr Downes & Falk - 15/07239/FUL The Old Cottage These declarations are based on living in close proximity. The Clerk clarified when to declare an interest and what should be put on the Council declaration of interest forms.	JD, AF, PE Clerk
279/15	3. To approve Minutes of Full Council Meeting held on 28th July 2015.. The Council RESOLVED to accept the minutes with some minor amendment and they were duly signed by the Chairman.	
280/15	4. To take Reports from those minutes for NOTE Dispensation Forms – Cllr Downes to complete. War Memorial – Cllr Downes informed the Council that the repairs are in hand. He will donate the materials and Contractor has donated his time FOC. Finance Meeting – arranged for 23 rd September 2015 Deadline for budget requests – 11 th September 2015 ALF letter – no further correspondence with ALF or WDC.	Clerk
282/15	5. Finance To approve Income and expenditure for July / August 2015 It was RESOLVED to accept the financial report for July & August 2015 July 2015 Income Expenditure £8,696.28 £3,371.36 31st July 2015	

	<p>Current Account: £6,073.39 Petty Cash Account: £175.55 Reserves Account: £39,433.41 Precept account: £47,995.34 (£14,537.34)- S106 removed) (precept account is inflated by £33,458.00, as holding S106 payment on behalf of Country Park Partnership)</p> <p>August 2015</p> <table border="0"> <tr> <td>Income</td> <td>Expenditure</td> </tr> <tr> <td>2,287.03</td> <td>£4003.38</td> </tr> </table> <p>31st August 2015</p> <p>Current Account: £4,772.81 Petty Cash Account £ 95.55 Reserves Account £39,435.14 Precept Account: £47,997.02 (£14,539.02) S106 removed) (precept account is inflated by £33,458.00 as holding S106 payment on behalf of Country Park Partnership)</p> <p>Full breakdown of each individual expenditure and income is available at the Council Offices.</p> <p>b) Consideration of quotations for Office Windows It was RESOLVED to approve quotation from Marlow Glazing provided additional information on the specification of the window, guarantee etc is clarified. If not, then Council will reconsider at the next meeting.</p> <p>c) Clerk – CiLCA qualification The Clerk was congratulated on her CiLCA qualification and the Council RESOLVED to increase salary by one SCP point. This is effective from 14th August 2015.</p> <p>d) CIL & S106 monies – consideration of projects for 2016/17 financial year. Following clarification from Gerard Coll at WDC regarding eligibility, it was RESOLVED to submit an application to assist with a Green path footpath on the C100; funding for the Cemetery Bell Mouth & new play equipment.</p>	Income	Expenditure	2,287.03	£4003.38	<p>Clerk</p> <p>Clerk Amend SO/Pension</p> <p>Clerk</p>
Income	Expenditure					
2,287.03	£4003.38					
283/15	<p>6. External Audit – Mazaars – Audit 2014/15 The Council NOTES completion of Audit and acknowledges that there were no issues raised by the Auditor.</p>					
284/15	<p>7. VAS – Update on VAS for Sheepridge Lane The Chairman invited District Councillor Watson to give an update on the VAS. Cllr Watson informed the Council that he has been working with BCC to get the decision overturned regarding not allowing a VAS to be installed. BCC have offered permission for a mobile Speed Indicator Device. After much discussion the Council RESOLVED that Little Marlow Parish Council would continue to press for the installation of a fixed flashing VAS (warning of a bend) sign on Sheepridge Lane. It would be sited at the location agreed with the LAT and Cllr Emmett. We understand that BCC/ TfB would then be responsible for any ongoing maintenance, insurance, and replacement (if damaged). The Parish Council does not want mobile Speed Indication Devices (SIDs) as they are inappropriate on a road with</p>					

	60mph speed limit. Cllr Watson agreed to inform BCC of the Council's wishes and to press for a fixed VAS.			
285/15	8. Planning Report			
	Reference	Address	Application	LMPC response
	<u>15/07148/F</u> <u>UL</u>	The Old Vicarage Church Road Little Marlow	Change of use of coach house to 3-bed detached dwelling with associated parking & landscaping (alternative scheme to pp 14/05536/FUL)	No Objection
	<u>15/07150/F</u> <u>UL</u>	Abbots Inch The Avenue Bourne End	Householder application for construction of roof extensions and alterations with associated fenestration & external alterations and construction of single storey rear extension, porch and chimney to side. Construction of roof extension and alterations to existing detached garage incorporating front and side extensions to provide double garage, bike store and habitable living accommodation in roof space ancillary to main dwelling	The Parish Council wish to resubmit their previous objection of overdevelopment of the site.
	<u>15/07140/C</u> <u>TREE</u>	Little Marlow Church Of England School School Lane Little Marlow	Prune back 6 no. minor branches in Tree Group G4 (as indicated in the Arboricultural Impact Assessment) to provide adequate clearance from new modular classroom block being installed on site.	No Objection provide the work is carried out under the supervision of WDC Tree Officer
	<u>15/07100/C</u> <u>TREE</u>	Willow Brook Lockbridge Road Bourne End	Re-pollard three Horse Chestnut trees at the front of the property	No Objection provide the work is carried out under the supervision of WDC Tree Officer
	<u>15/07027/C</u> <u>TREE</u>	Water Meadow The Drive Bourne End	Fell Tree 10: Hazel, Tree 72: Hazel, and Tree 73: Yew	No Objection provide the work is carried out under the supervision of WDC Tree Officer
	<u>15/07306/F</u> <u>UL</u>	Wilton Farm House Marlow Road Little Marlow	Householder application for erection of 2.1m front boundary fence	The Council was unclear about the landscaping on this application.

<u>15/07239/E</u> <u>UL</u>	The Old Cottage Church Road Little Marlow	Householder application for erection of external chimney to single storey part of house	No Objection
Decisions			
<p>Case Ref: 15/06581/CTR Decision Not to make a Tree Preservation Order Date: 16/07/201 Address: River Thatch The Avenue Bourne End Buckinghamshire SL8 5QU Proposal: Crown lift 1. Willow by front gate to 1.5 metres and reduce side branches to contain; reduce top and trim both sides of 2. Yew hedge at front boundary; reduce 3. Laurel to front to old cuts approximately 0.5 - 1 metres all round; fell 5. dead shrub and dead tree on stream bank; reduce top and sides of 6. Yew hedge at side and rear boundary; crown thin by 15% 7. Cedar located in garden and remove deadwood; trim all round to remove new growth from 8. Laurel; fell 3 x dead Laurels (9.); reduce top and sides of 10. Hornbeam hedge at side and rear boundary. Re-pollard</p>			
<p>Case Ref: 15/06525/CTR Decision Not to make a Tree Preservation Order Date: 14/07/201 Address: The Old Vicarage Church Road Little Marlow Buckinghamshire SL7 3RT Proposal: Fell Yew Y3 and Y5; reduce Yew Y2 by approximately 1 - 1.5 metres; reduce crown of Yew Y4 by up to 1/3 of the branch length to provide clearance from house, and remove ivy fell a conifer C1 by electric gates (left hand side) when. Crown lift by up to 3 metres to Silver Birch B1 situated on the driveway (right hand side)</p>			
<p>Case Ref: 15/06526/TPO Decision Application PermittedDate: 14/07/201 Address: The Old Vicarage Church Road Little Marlow Buckinghamshire SL7 3RT Proposal: Reduce Yew Y1 by approximately 1 - 1.5 metres</p>			
<p>Case Ref: 15/06529/CTR Decision Not to make a Tree Preservation Order Date: 14/07/201 Address: Woodstock Marlow Road Bourne End Buckinghamshire SL8 5NU Proposal: Reduce by up to one third 2 no. Leylandii trees situated to the rear of property behind swimming pool</p>			
<p>Case Ref: 15/06557/CTR Decision Not to make a Tree Preservation Order Date: 15/07/201 Address: The Grove Marlow Road Bourne End Buckinghamshire SL8 5NY Proposal: Reduce T1 Yew by 1.5 metres over the garage side and 1 metre off of the opposite side blending to nothing, reduce top by up to 1.5 metres where necessary, to balance shape and contain growth</p>			
<p>Case Ref: 15/06575/TPO Decision Application Permitted</p>			

	<p>Date: 27/07/201 Address: River Thatch The Avenue Bourne End Buckinghamshire SL8 5QU Proposal: Lightly reduce tree 4. small Willow located on stream bank by 0.5 - 1 metres</p> <p>Case Ref: 15/06951/MIN Decision Application Refused Date: 13/08/201 Address: The Old Vicarage Church Road Little Marlow Buckinghamshire SL7 3RT Proposal: Proposed non-material amendment to permission for Change of use of coach house to 2-bed detached dwelling with associated parking & landscaping granted under 14/05536/FUL</p> <p>Case Ref: 15/06424/CLP Decision Refuse Certificate of Proposed Use Date: 12/08/201 Address: 1 Abbeymead Elm Lane Bourne End Buckinghamshire SL8 5PG Proposal: Certificate of lawfulness for proposed construction of single storey rear extension</p> <p>The Council were disappointed regarding of the Refusal for 15/06624/FUL The Cottage, The Moor. The Council AGREED to ask for clarity on reason.</p> <p>There was concern expressed regarding the lights on the new building at Little Marlow School. They are very bright and causes a problem for drivers in School Lane. It was AGREED to mention it to the school at a meeting on the 16th September.</p>	Clerk
286/15	<p>9. Burial Ground Burial Ground Sub-committee met on 4 September. Cllr Brownridge drew attention to the minutes circulated by the Clerk.</p> <p>a) Bell-mouth project : Cllr Brownridge reminded the Council that we needed to remove about 70m of hedging to the North of the bell-mouth in order to create the necessary sight line for the bell mouth on Sheepridge Lane. The Clerk had received two quotes, one for removing the hedging and one for creating the bell-mouth entrance. The quote for removing the hedging was £1120 which sub-committee thought very reasonable. The quote for creating the actual bell-mouth indicated it could potentially cosy about £18,000! The sub-committee had RESOLVED TO RECOMMEND to full Council that it accept the quote for the removal of the hedging and that the work be done this FY funds permitting and that more quotations should be sought for the work to the entrance. The entrance was already being used by funeral directors and grave diggers and we need to make it safe. The subcommittee had also agreed that it should explore whether there were any other sources of funding, including some sort of fund-raising initiative, which could help with the cost. It was RESOLVED to accept the Burial Committee's recommendation.</p>	Clerk

	<p>b) Anonymous letter: Cllr Brownridge said that the Council did not have a policy on dealing with anonymous letters but that the Clerk would draft a policy for consideration at next Council meeting. Main complaint was that cemetery was not as neat and tidy as the cemeteries at Holtspur and Hughenden but these are different types of cemeteries. Sub-committee had expressed disappointment that the letter had not been signed. The Sub-Committee had agreed that the Clerk should ask Gregg to keep an eye on the graves and if there were any where the grass was overgrown or plants were getting out of hand and were are obviously not-being looked after, he should tidy them. The Sub-Committee had RESOLVED TO RECOMMEND to the Council that no further action be taken. The Council RESOLVED to accept the Burial Committee’s recommendation.†</p> <p>c) Dealing with cemetery waste : Cllr Brownridge pointed out that the Council we had no formal arrangement for clearing the waste, was done on a voluntary basis. The sub-committee had RESOLVED TO RECOMMEND that the Council get in a skip or a grab-digger and ask the Burial Ground Contractor to remove the waste and that we repeat the exercise every 12 – 18 months. The clerk should also speak to Roger Wickes first. The Council RESOLVED to accept the Burial Committee’s recommendation.</p> <p>d) Memorial stones, budget and timescale: It was resolved at the last PC meeting that the Clerk should get quotes for stabilising the memorial stones which failed the topple test. After discussion the sub-committee had AGREED that this would be an ongoing project and the older part of the Cemetery would be the best place to start the necessary repairs. It was also AGREED that the Clerk would take advice on repairing stones where relatives could not be traced. In the new Cemetery it was AGREED we should purchase some water proof paper and put notices on the stones letting relatives know that their Memorial Stone needed repair and asking them to contact the Clerk.</p>	
288/15	<p>10. The Pavilion & Rec Grd.</p> <p>a) Little Marlow Pre-school – consideration of increased term fee After much discussion it was RESOLVED not to defer the increase to the Spring term as it was felt this would not be fair to other Pavilion users.</p> <p>b) Defibrillator Cabinet The Chairman thanked the Councillors for volunteering to put up the cabinets but as they were busy, it was RESOLVED to arrange for a Contractor to install both cabinets.</p> <p>c) New Barrier & signage for the entrance to the car park The barrier is broken and needs replacing. It was RESOLVED to obtain a new pole for a barrier and ask a Contractor to fix it appropriately and to obtain a signage indicating height restrictions. Cllr Downes offered to supply a pole.</p>	<p>Clerk</p> <p>Clerk</p>
289/15	<p>11. Abbotsbrook Hall</p> <p>a) Lighting at Abbotsbrook Hall It was RESOLVED to ask an electrician to look at the lights in the Hall.</p>	

	<p>b) Defibrillator Cabinet RESOLVED under minute ref: 288/15</p>	
290/15	<p>12. Sub committee / Working Party Membership & Outside bodies a) Reminder of Council Role on outside bodies The Chairman said that at the last Council meeting it had been decided which Councillors were going to represent the Council on various outside bodies. She should have also explained for the benefit of the new Councillors what the Councillor's role was on these outside bodies. Councillors were on these outside bodies to represent the Council and not in a personal capacity. This meant that if they were asked for a view on a particular issue, they had to give the Parish Council's position not their own personal view. If it was an issue on which the Council had not taken a position, Councillors needed to take the issue back to the Council so Council could take a view and then the Councillor could take the Council's view back to the next meeting. Councillors' other role was to report back to the Parish Council on any issues discussed by the outside body which might be of interest to the Council or something of which the Council should be aware. This was NOTED.</p> <p>b) Membership to Little Marlow Lakes Country Parks The Clerk had received a reply from the Chairman of LMLCP and it declined LMPC request for an additional member as this would go against the policy of two members per organisation. However Cllr Randall would be welcome as a member through his Water Sports business. It was AGREED to forward this reply to Cllr Randall for consideration. The Chairman of LMLCP also enclosed the Agreement for membership of the LMLCP. It was AGREED to distribute this to Cllrs.</p>	
291/15	<p>13. Devolved Services a) Expenditure against Budget. The budget was circulated to Councillors and this report was NOTED.</p>	Clerk
292/15	<p>14. Dog – Consideration of a Dog Waste Bin near the lake Cllr Falk gave information regarding a request for a dog bin near the The Moor by the lake. It was also identified that a dog bin by the gate near the Queens Head would be useful. It was AGREED to get information on the cost of dog bins and collection of waste for Council to consider at a subsequent meeting.</p>	
293/15	<p>15. Pedestrian Gate near Queens Head – consideration of widening the gate for better access. Cllr Falk gave information that a parishioner had asked for this to be considered. Cllr Downes gave information that there had been correspondence with the Little Marlow Trust about improving accessibility and this was already under consideration. This was NOTED.</p>	
294/15	<p>16. Reports from Meetings at Outside Bodies a) WDALC Budget training The Clerk & Cllr Morton had attended. It was a good course and stressed the importance of regular budget assessment throughout the year. The information given will be useful for the forth coming Budget Meeting.</p> <p>b) Abbey Barn South and North Liaison Group, 6 August and 3 September Cllr Brownridge had attended two Liaison Group meetings since last Parish Council.</p>	

	<p>She reported that at the meeting on 6 August the Group had been given a presentation on the feedback from the public exhibition at the end of July. No real surprises. General support for the overall plan but concerns about traffic, sewage and other infrastructure needs. These were all issues being dealt with by the separate infrastructure group which was covering all the reserve sites. There was some concern among Liaison Group about how it could move ahead with development brief when they didn't have answers to the infrastructure questions which were really the key issues. WDC had confirmed that the development brief could not be adopted until the infrastructure strategy had been finalised.</p> <p>At the meeting on 3 September the Group had looked at the first draft of the Development Brief. This was very much a work in progress. The Group had been asked to feed in comments by 11 September. Currently the draft brief said that the utility companies have stated that the development could be served from existing infrastructure and indicated that no further enquiries would be made to the utility companies until the time of development. Cllr Brownridge would be flagging up that more work needed to be done on the utilities now.</p> <p>c) RTA meeting on 10 August: No report from Cllr Mash</p>	
295/15	<p>17. Correspondence to the Council</p> <p>a) Marlow Museum It was RESOLVED to donate £50.</p> <p>b) Sue Ryder It was RESOLVED not to donate to national charities unless there was a presence within the parish.</p> <p>c) Emails regarding better signage for Claytons School It was AGREED for Cllr Acres to liaise with FOOV regarding there request and then to subsequently bring this request back to Council for consideration.</p> <p>d) Email from Syrian Refugee It was RESOLVED that LMPC was not the charity that the correspondent was referring too and to refer to the LMINC charity for consideration.</p>	
296/15	<p>18. VAT - consideration for deregistering for VAT The Clerk gave information that she had discovered that LMPC were registered for VAT when LMPC received a fine for a late VAT return. The Clerk had written to HMRC to have the fine removed and was in correspondence with HMRC regarding whether there was any benefit in being VAT registered. HMRC advised that there didn't seem to be any benefit particularly being a small council. It was RESOLVED to apply for deregistering of VAT.</p>	Clerk
297/15	<p>19. Newsletter Autumn 2015 Confirmation the deadline for Newsletter is 25th September 2015. This was NOTED.</p>	Cllrs
298/15	<p>20. Public Participation A parishioner gave information regarding the widening of the gate and it would be suitable for disabled access. Resident Association looking at opportunities to improve broadband speed with the village</p>	
276/15	Dates of Future Meetings	

	20 th October, 1 st December	
There being no further business to be transacted the meeting was closed at 9.59pm		

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

Signed:

Chairman

Date: