

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday at 21st April 2020 remotely via
Microsoft Teams commencing at 8pm

CONFIRMED

Present:		
Cllr V Brownridge (VB) – Chairman, Cllr V Morton (VM), Cllr A Falk (AF), Cllr G Fitchew (GF), Cllr P Emmett (PE), Cllr K Acres (KA), Cllr J Downes (JD), Cllr R Mash (RM),		
Mrs J Murray – Parish Clerk		Public present: Councillor David Watson
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
2020/20	1. Apologies for Absence Councillor John Savage, Councillor David Johncock, Cllr R Randall (RR),	
2021/20	2. Declarations of interest – pecuniary or prejudicial None	
2022/20	3. To approve the Minutes of Parish Council Meeting of the 10th March 2020 The Council RESOLVED to accept the minutes of the meeting and the Chairman will print and sign the minutes and retain for filing at a later stage, once lockdown is lifted.	Clerk/ VB
2023/20	4. To take reports from theses minutes for NOTE: 1071/19 Little Marlow School – planned meeting arrangements postponed due to lockdown. Bucks Councillor D Watson has written to Headteacher with proposals for a possible parking solution 1086/20 The Pavilion Floor – follow up with contractor once lockdown is lifted to arrange for quote to polish floor once a year. 2002/20 5a Bridge Club returned cheque - request to be paid by BACS 2002/20 Spot checks to return to routine once lockdown lifted, from February 2004/20 Recreation Ground extra posts on hold currently until materials are available 2005/20 Skip hire to clear fire exit & Plumber to investigate boiler issues on hold 2007/20 Burial Ground replacement gate on hold until gate delivered 2010/20 Spring newsletter postponed until later in the year 2011/20 Elections postponed until May 2021	VB Clerk Clerk Clerk GF/PE Clerk Clerk Clerk
2024/20	5. Finance a) To approve income and expenditure report for March 2020 The Council RESOLVED to approve the reports. b) To consider CIL money expenditure The CIL report was discussed and it was noted that CIL funds are being held in Earmarked Reserves to be put towards The Pavilion Refurbishment, to take place during 2020. The Clerk was requested to check the dates when the various instalments of £12K CIL were received as some of these were prior to 2018-19. Funding must be spent within 5 years of receipt. c) To consider hall hire rates for The Pavilion and Abbotsbrook Hall for 2020-2012 The Council RESOLVED not to increase hall hire rates in September 2020, but to review the hall hire rates at the July Budget Committee Meeting. Clerk to add to agenda. d) To note change of deadlines for Year End and Audit purposes The Clerk is working towards original deadlines, with year end rollover with RBS arranged remotely on 19 th May 2020. Amended deadlines were noted.	Clerk Clerk
2025/20	6. Planning a) To consider report <div style="text-align: center;"><u>Little Marlow Parish Council</u> <u>Planning March 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	

Chairman initials]

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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 WDC Tree Officer.

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

Buckinghamshire Council

WEEKLY LIST OF PLANNING APPLICATIONS up to 17.04.2020

Fell and remove stump 1 x Silver Birch

Brooksedge House The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 20/05894/CTREE | Received: Thu 02 Apr 2020 | Validated: Thu 02 Apr 2020 | Status: Pending Decision

Certificate of lawfulness for proposed construction of single storey front porch

LMPC Comment Tree comment

Quoins The Close Bourne End Buckinghamshire SL8 5PE

Ref. No: 20/05833/CLP | Received: Fri 27 Mar 2020 | Validated: Fri 27 Mar 2020 | Status: Pending Consideration

Certificate of lawfulness for proposed single storey pool house consisting of games room, sauna, changing rooms, WC and gym

LMPC Comment Object - overdevelopment

Quoins The Close Bourne End Buckinghamshire SL8 5PE

Ref. No: 20/05647/CLP | Received: Mon 09 Mar 2020 | Validated: Wed 18 Mar 2020 | Status: Pending Consideration

LMPC Comment Object – overdevelopment

Householder application for construction of single storey rear extension, conversion of existing garage to form habitable accommodation, formation of two gables to the rear roof slope over the garage and conversion of the roof space to form habitable accommodation (alternative scheme to PP 19/06573/FUL)

Cart Barn Pump Lane North Little Marlow Buckinghamshire SL7 3RD

Ref. No: 20/05991/FUL | Received: Fri 17 Apr 2020 | Validated: Fri 17 Apr 2020 | Status: Awaiting decision

LMPC Comment No objection

To remove overhanging branches off electricity cable running across garden and to pollard back to original pollarding points x 1 Willow

1 Manor Cottages Church Road Little Marlow Buckinghamshire SL7 3RU

Ref. No: 20/05560/TPO | Received: Thu 27 Feb 2020 | Validated: Wed 01 Apr 2020 | Status: Awaiting decision

LMPC Comment Tree Comment

Delegated Decisions Issued

Tree works as per schedule

The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ

Ref. No: 20/05298/TPO | Received: Thu 06 Feb 2020 | Validated: Wed 12 Feb 2020 | Status: Decided

Clerk

2026/20	7. The Pavilion and Recreation Ground – a) To consider Pavilion Refurbishment during lockdown Cllr G Fitchew commented that Builders Merchants were now open again and that consequently he no longer had the time to do any of the Pavilion Refurbishment work on a voluntary basis. The Council RESOLVED that the Clerk should obtain quotes from external decorators to begin external works.	Clerk
2027/20	8. Abbotsbrook Hall a) To consider quote to spring clean Abbotsbrook Hall roof space. The Council RESOLVED to accept E F Cleaning's quote and that works should be arranged to take place while the hall was empty.	Clerk
2028/20	9. Burial Ground– a) To approve meeting minutes of Burial Ground Committee of the 14th April 2020 The Council RESOLVED to accept the minutes of the meeting and the Clerk has asked Cllr J Downes to sign and return a copy of the minutes to the Parish Council Office to file. b) To consider any recommendations from the Burial Ground Committee The Committee discussed the closure and opening again of the Burial Ground due to COVID 19 and agreed with the decision process and decision to open again. Cllr J Downes reported on planning with regard to future burial plots for full burials and cremations. He estimated that the burial ground had space for 75 full burial plots and 150-200 cremation plots in total in the existing area, before developing the copse area of the burial ground. Keith Heybourne has received a copy of the Burial Ground proposed layout and he and Cllr J Downes will discuss and finalise, prior to distribution.	JD
2029/20	10. Little Marlow Lakes Country Park - a) To consider the plan for future development of the Little Marlow Lakes Country Park Cllr P Emmett asked the Parish Council to follow up on what is happening about the estimated £1m remedial works required to be undertaken by Buckinghamshire Council, as new owners of the Little Marlow Lakes/Spade Oak Quarry, to meet the outstanding planning obligations arising from the restoration scheme previously agreed between BCC and Lafarge. The Council RESOLVED that the Clerk should write to Charles Brocklehurst at Buckinghamshire Council to request the restoration plans and timetable, to specifically ask what the plans are for the hard standing and to request that the Parish Council is consulted during the process.	Clerk
2030/20	11. Remote working & remote meetings a) To consider whether Councillors have any further IT training requirements Cllr V Brownridge thanked all members of the Council for participating in the first remote Parish Council Meeting and for navigating Microsoft Teams. Cllr K Acres will assist in teaching fellow councillors on how to access files via Microsoft Teams and to toggle between papers during the Parish Council Meetings to eradicate the need for printing documents.	KA
2031/20	12. Risk Assessments a) To consider Risk Assessments 2020-2021 Cllr V Brownridge briefed the council on the changes made to the Risk Assessments to cover risks associated with COVID 19-and the controls put in place to mitigate them, as well as a number of other additions made to the Financial Management Risks Assessment and the Staff and Employment Risks Assessment and confirmed that the finalised risk assessment documents would be uploaded to the council website.	Clerk
2032/20	13. COVID 19 a) To review the Council's implementation of governmental guidelines to prevent further spread of COVID 19 Cllr V Brownridge confirmed that NALC & BALC have supported the council immensely with a steady stream of guidance and advice. Following regular remote Monday meetings between Cllr V Brownridge, Cllr K Acres and the Clerk the following has been instigated: <ul style="list-style-type: none"> - Abbotsbrook Hall was initially kept open to enable Abbotsbrook preschool to take care of keyworkers' children, as requested by Buckinghamshire Council. - Abbotsbrook Hall & The Pavilion hall bookings have been cancelled or postponed and both halls are now closed. 	

	<ul style="list-style-type: none"> - The Parish Council office has been closed to the public and the Clerk has been working remotely from 23rd March 2020. - Weekly update meetings between the Chairman, Cllr K Acres and the Clerk have been held. - Staff have been informed about the measures they need to take to stay safe and comply with Government guidance. - Contractors are following governmental guidelines and are socially distancing whilst working - Cleaning contractor has deep cleaned The Pavilion and contract will be on hold from the end of April until lockdown ends - Actions recommended by Insurance company to ensure the Council remains compliant with its policy have been taken - The recreation ground playground in Little Marlow has been closed and a notice put up at then allotments on following Government guidelines on social distancing and gatherings. - Regular contact has been kept with Funeral Directors and the local grave digger. The Burial Ground was closed to the public, except for burials, between 3-10 April, but re-opened on 10 April following clarification of government regulations which meant that burial grounds such as Fern Lane Cemetery which do not have crematoria could remain open to the public. - The Burial Ground Committee met and have liaised with the grave digger over number of burial plots available. - The Parish Council have encouraged communities to look after their neighbours through local Whats App support groups as well as to sign up to the Parish Council email alerts - The Parish Council website is regularly updated with news - Cloudy IT have been supporting and assisting in remote working - Noticeboards are kept up to date 	
2033/20	<p>14. Council Meetings</p> <p>a) To consider postponement or cancellation of Annual Parish Meeting 15th May, Annual Parish & Council meeting -26th May 2020</p> <p>The Council RESOLVED to postpone the Annual Parish Meeting until further notice and give six weeks notice with a rearranged date in the Autumn.</p> <p>Delivery of spring newsletter would currently be an issue. The Council therefore RESOLVED to postpone publication until late Summer, with the aim of tying in with an Annual Parish Meeting in the Autumn.</p> <p>The Council RESOLVED to hold the Annual Parish Council meeting remotely at 7.30pm on 26th May 2020.</p> <p>b) To consider new date for postponed Budget Committee Meeting due to be held on 2 April 2020</p> <p>The Council RESOLVED to hold the postponed Budget Committee meeting on 12th May 2020 at 10am remotely via Microsoft Teams.</p>	
2034/20	<p>15. Geoffrey Moss Memorial Rose Bowl</p> <p>a) To consider nominees for Geoffrey Moss Memorial Rose Bowl</p> <p>Three parishioners were nominated by local parishioners. A vote was taken and the winner will be announced at the Annual Parish meeting, which has been postponed until the Autumn. The Council RESOLVED that in the meantime Cllr V Brownridge would write to the winner.</p>	VB
2035/20	<p>16. Reports from Meetings of Outside Bodies:</p> <p>a) Marlow Society</p> <p>No report</p>	
2036/20	<p>17. Parish Clerk's Report</p> <p>Winchbottom and Abbotsbrook Hall noticeboards are being refurbished.</p>	
2037/20	<p>18. Correspondence to the Council</p> <p>None</p>	
2038/20	<p>19. Public participation – maximum 15 minutes Bucks Councillor David Watson reported that the new Buckinghamshire Council was now up and running, with 202 members and will be a holding operation until</p>	

	next May. Cllr Watson asked to be kept up to date with communications regarding Little Marlow Lakes and the proposed Country Park.	Clerk
2039/20	20. Confidential items- None	
2040/20	21. Items to be included on the next Agenda- None noted	
2041/20	22. Dates of the next meetings: Budget Meeting 12 th May 2020, Annual Council Parish Meeting 26 th May 2020 Parish Council meeting 26 th May	
There being no further business to be transacted the meeting was closed at 9.13pm		

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.