

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 8th March 2022 at the Pavilion,
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

CONFIRMED

Present: Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr Anna Crabtree (AC), Cllr J Downes (JD), Councillor P Emmett (PE), Cllr Vivien Morton (VM),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Buckinghamshire Councillor David Johncock, Richard Tedham	
Minute Ref:	Agenda Item	Action
2327/22	1. To receive, and consider for approval, apologies for absence and reasons given Cllr S Kershaw (SK)	
2328/22	2. Declarations of interest – pecuniary or prejudicial None	
	Councillor Valerie Brownridge shared the news that sadly Councillor Richard Mash had passed away at the beginning of the week and paid tribute to him. A minute's silence was held. The Clerk would put an announcement on the parish council website.	
2329/22	3. To elect a Vice Chairman The Council RESOLVED to elect Councillor Phil Emmett	Clerk/ PE
2330/22	4. To approve the Minutes of Parish Council Meeting of the 25th January 2022 The Council RESOLVED to accept the minutes of the Parish Council Meeting	Clerk
2331/22	5. To take reports from theses minutes for NOTE 2272/21 Verge up towards The Three Horseshoe Clerk to write paper for Marlow Bottom Parish Council with regards to speed limit. MBPC not interested in furthering maintenance of path, due to lack of use. 2290/91 Community Board application for bike racks Cllr Anna Crabtree reported that Community Board funding had been authorised and that a PO for £530.80 was being raised, to add to LMPC confirmed £500 support. Once the funding had been received, the Clerk would order the racks and arrange for them to be installed. 2321/22 Hedging Quotes Councillor Jason Downes reported that he had received a quote from an online company. As the cost was under £1000 no other quotes were required. Council RESOLVED to accept the quote. Cllr Downes would work with the Clerk to find a contractor to plant. Councillor Jason Downes, Anna Crabtree & Phil Emmett to liaise over wildflower seeds.	Clerk AC/ Clerk PE/GF
2332/22	6. Parish Clerk's report: Following damage to recreation ground Councillor Phil Emmett has offered to add further posts to stop cars entering recreation ground. Materials will cost under £100. Following report of loitering & littering outside Thames Waters gates a resident has reported car registrations and these have been passed to the local policing team. Allotments are now 100% occupied. Year End preparation has commenced.	
2333/22	7. Items to be taken in confidential The Council RESOLVED to agree to the Chairman's request to take agenda items 9.6b & 9.6c into confidential.	
2334/22	7. Public participation – maximum 15 minutes Bucks Councillor David Watson – Thames Water Little Marlow Sewage Treatment Works Liaison Committee meeting of Friday 4 th February 2022 was cancelled and the plan is to rearrange within the month. Councillors Phil Emmett, Sam Kershaw & Vivien Morton to be included in the meeting invitation.	DW

Chairman initials]

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	<p>Councillor Phil Emmett highlighted that Thames Water are refusing to commit to anything before 2030 and that as a group there is a need to push harder to resolve this issue.</p> <p>David Watson reported that he and David Johncock had discussed what might be holding up a response to the bid for funding to produce a Country Park vision document which the Country Park Working Group had submitted to the Community Board. He had written to the leader eight days previously to give background on the Country Park as another Councillor had submitted a question on the Country Park for members' question time at cabinet. He would carry on through the right channels to try to find out what was causing the delay with the bid and what had happened to the funding already allocated to the Country Park. He suggested that as a parish council a plan B would need to be considered as to how to fund the Vision document if the bid was not approved.</p> <p>The Planning application for Spade Oak Quarry by Modul had been called in to the Area Planning Committee by all three local Buckinghamshire Councillors. The Planning committee meets monthly.</p> <p>Bucks Councillor David Johncock – Cllr Brownridge asked Councillor David Johncock to let the Clerk know when he received notification that the Spade Oak Quarry application was on the agenda of an Area Planning Committee meeting.</p>	DJ
2335/22	<p>Planning-</p> <p>a. To receive the reports of the Planning Committee meeting on 8th February & 28th February 2022 Councillor Phil Emmett reported on the decisions taken by the Planning Committee.</p> <p>b. To review correspondence received regarding Marlow Studios Project Clerk reported that no new correspondence had been received since the last meeting</p> <p>c. To consider letter received from Wooburn & Bourne End Parish Council re Sewage Treatment works The Council RESOLVED to write to Thames Water following on from the above letter in support of the points made in the letter and flagging up other issues of concern to LMPC, copying to OFWAT and the Environment Agency.</p>	Clerk/ VB/PE
2336/22	<p>9.2 Finance-</p> <p>a. To approve income and expenditure for January 2022 The Council RESOLVED to approve the report for January 2022</p> <p>b. To receive report from Budget Committee meeting on 8th February 2022 Councillor Kath Acres reported on the Budget Committee meeting. The Council RESOLVED to approve the Committee's recommendation that the CIL monies received on 3 December should be earmarked for the following projects:</p> <ol style="list-style-type: none"> 1. Replacing Street Lighting with LED light 2. Replace Pavilion Roof 3. Replace Cricket Shed 4. Repair Chapel Roof 5. Environmental: wildflower planting £1,000, Green energy projects £5,000, EPC Ratings - £500 6. Pathways: C100 & Sheepridge Lane <p>The Council RESOLVED that a suggested split of funding should be circulated by e-mail and allocations agreed before the end of the FY. The funds should be held in Earmarked Reserves.</p> <p>c. To consider Budget Committee's recommendations regarding LMPC charges 2022-2023: Hall Hire, Burial Ground, LMCC, Coffee van proposal The Council RESOLVED to approve the recommendation from the Budget Committee that Council should:</p> <ul style="list-style-type: none"> - Leave hall hire rates unchanged for the next FY year - Leave burial ground fees unchanged for the next FY year and ask Burial Ground Committee to carry out a fees comparison across other local cemeteries - Leave LMCC fees unchanged for the next FY year - inform LMCC that the Council would charge the Ladies Cricket Team £46.50 (3 hours at £15.50) for use of the recreation ground and access to the toilets only in the Pavilion on Sunday mornings - Propose to the owners of the Mobile Coffee van a fee of £1,200 per annum to be paid in two equal instalments with, an initial trial for 3 months. The agreement should include no tables or 	<p>Clerk/ Budget Cmte</p> <p>Clerk</p> <p>Clerk/ VB</p>

	<p>chairs to be situated around the van and the site to be cleared of litter. Councillor Valerie Brownridge is working with Bucks Council to amend the lease.</p> <p>d. To approve draft Budget for 2022/2023 The Council RESOLVED to approve the Budget for 2022/2023 and this would be added to the parish council website. Planning for year end would include revision of the asset register which would take place next week between the Clerk and Councillor Jason Downes. Clerk to request SLCC template.</p> <p>e. To approve amended Financial Regulations to include use of a Parish Council charge card The Council RESOLVED to approve the amended Financial Regulations, which would be uploaded to the parish council website.</p> <p>f. To consider implementation of 2021/22 national salary award agreed by NJC The Council RESOLVED to approve new rates of pay agreed for 2021/22 by the NJC, backdated to 1st April 2021. Councillor Valerie Brownridge to email payroll administrator.</p> <p>g. To approve new cleaning regime at Abbotsbrook Hall The Council RESOLVED to approve the new cleaning regime at Abbotsbrook Hall recommended by the HR and Employment Committee. The Caretaker's hours would be reduced to one hour per week and he would carry out a revised list of caretaking duties. Two hours cleaning per week would in future be carried out by Yorkshire Cleaning. Clerk to confirm arrangements.</p>	<p>Clerk</p> <p>Clerk</p> <p>VB</p> <p>Clerk</p>
2337/22	<p>9.3 Abbotsbrook Hall-</p> <p>a. To receive an update on licences & boat storage The Council RESOLVED to write to Well End Residents who had not paid their licence fees stating that unless the licence fee was paid, the council would proceed to the small claims court and in some cases would be claiming for two years dues. Clerk to work with Councillor Kath Acres. The boat storage issue would be dealt with separately.</p>	<p>Clerk/ KA</p>
2338/22	<p>9.4 The Pavilion & Recreation Ground</p> <p>a. To consider communication from BEJSC & Little Marlow Cricket Club The Council considered reports delivered detailing the clubs' concerns with regards to the state of the recreation ground and inability to play sports safely. The Council RESOLVED to work with Evergreen in the spring to carry out further rabbit management and asked the Clerk to make arrangements. Councillor Phil Emmett would call Carrington Estate's gamekeeper to request their involvement. Councillor Jason Downes would assist in management of the process. Little Marlow School to be included.</p> <p>Richard Tedham was asked to email the quote he had received to introduce an annual programme to take care of the recreation ground. Clerk would seek another two quotes. The Council RESOLVED to arrange fertilisation of the recreation ground and would gather one or more quotes as required.</p> <p>Clerk to make contact with Phoenix Harrier to query use of the recreation ground during summer months.</p> <p>b. To consider playground inspection report carried out by ARD The Council RESOLVED that no further action was required following review by Councillor Phil Emmett and the Clerk and recent maintenance works carried out.</p> <p>Clerk to write to resident with regards to remedial work required to recreation ground fencing following car crash last year and request timescales are confirmed. Councillor Anna Crabtree mentioned that she had been approached by a school parent and had suggested she contact the clerk regarding her query about the railings in the corner of the recreation ground, between the playground and school.</p>	<p>Clerk/ PE/JD</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2339/22	<p>9.5 Environment Committee</p> <p>a. To consider response to Marlow Energy Group Councillor Anna Crabtree gave a presentation on the Climate Emergency. After some discussion, the Council RESOLVED not to declare a climate emergency, but remained committed to following through on the actions for addressing the climate emergency locally identified in the LMPC Environmental Policy it had agreed at the previous Parish Council meeting. The Council would monitor implementation of the policy.. Clerk to respond to MEG</p>	

	<p>It was agreed to utilise the Annual Parish Meeting to focus on the Environmental Policy and introduce to all present.</p> <p>Councillor Kath Acres suggested that the parish council focus on increased communication with residents.</p>	
2340/22	<p>9.6 General</p> <p>a. To receive an update on Casual Vacancy for Councillor All parish council noticeboards had been updated with a vacancy poster. Councillor Valerie Brownridge asked councillors to “tap on the shoulder” anyone who might potentially be interested. Clerk was asked to email poster and details to Abbotsbrook Estate Management Company.</p> <p>b. To consider Clerk’s appraisal summary, salary review & holidays 2022/2023 This item was discussed in confidential. To consider Abbotsbrook Hall Administrator & Caretaker appraisal summaries & salary review This item was discussed in confidential.</p> <p>c. To review COVID 19 risk assessment & additional Terms & Conditions following lifting of COVID restrictions The Council RESOLVED to approve the amended documents which were brought up to date by Councillor Valerie Brownridge,. Clerk to upload to website and distribute to Abbotsbrook Hall Administrator and regular hirers.</p>	<p>Clerk</p> <p>Clerk</p>
2341/22	<p>10. Items for information only:</p> <p>1. Reports from Meetings of Outside Bodies:</p> <p>1.1. Marlow Society – Councillor Vivien Morton confirmed that next meeting is next week</p> <p>1.2. Community Board action groups: Economic Recovery and Regeneration Action Group -This month’s meeting was cancelled. Community Engagement Action Group - Cllr Brownridge represented the Parish Council at this meeting on 17 February. Bourne End Academy gave a presentation on their Breakfast Club. They are seeking funding from the Board to enable them to increase the number of pupils involved. The Senior NHS Social Prescriber for Marlow and surrounding area spoke about talking cafes. This was followed by a presentation from the Community Engagement Team at Buckinghamshire Council on the activities they support. Cllr Brownridge commented that there is a lot of help out there for people who are socially isolated but the information does not always get through to the people who need it. The Community Board are holding an event at Higginson Park on 2 April to publicise the Board and showcase Parish Councils and other community groups they have supported.</p> <p>Transport and Highways Councillor Anna Crabtree attended and reported that Marlow Bridge bollards had been discussed again and that a consultation on EV charging points was about to begin.</p> <p>Environment and Climate Change Meeting was cancelled and it was reported that Solar4Schools project has been agreed by the Board.</p> <p>1.3. South West Chilterns Community Board Cllr Brownridge represented the Parish Council meeting at the main Community Board meeting on 16 February. There were presentations from Bourne End Academy on an environmental project the pupils were working on to promote active travel and from the Marlow Energy Group on their Thermal Image Camera project which is being funded by the Board. The project can only be undertaken in the winter months so will stop in March and resume in October. The Board agreed to look into the possibility of acquiring more cameras and loaning these out to Parish Councils or community groups. Cllr Brownridge commented that LMPC might like to consider borrowing a camera and arranging surveys. The issue would be getting enough volunteers to conduct the surveys. There were updates from all the action groups on the work they had been doing and a discussion about taking a more holistic approach to the bus services covering the area sparked by a request from Lane End Community for a direct bus from Lane End to Marlow. LMPC may be approached by Lane End PC about the bus service we co-fund.</p> <p>1.4. Country Park Working Group Councillor Kath Acres reported that she and Councillor Sam Kershaw had attended the Community Board Environment and Climate Change meeting on 27 January. Councillor Kershaw had presented the Working Group’s bid for funding to produce a Country Park vision document.</p> <p>1.5. Marlow Community Forum Cllr Brownridge represented the Parish Council at this meeting on 22 February. Sadly, there was no representative from Marlow Town Council. The main focus of the discussion was the problems many organisations were having</p>	

	recruiting volunteers and what the forum could do to help. Consideration is being given to organising a week-long event in Marlow in the Autumn.	
	2. Correspondence -Invitation to join Best Kept Village Competition - £25 entry by 30th April – would be added to next pc agenda. -WI chair query – would be considered when ordering further chairs. -Coldmoorholme Lane Coffee van complaint – standard response returned	
2342/22	10. Items to be included on the next Agenda-	
2343/22	11. Dates of the next meetings: Burial Ground Committee Meeting 17 th March 2022, , Planning Committee Meeting 4 th April 2022, Parish Council Meeting 12 th April 2022	
There being no further business to be transacted the meeting was closed at 9.50pm		

Abbreviations:

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

Signed:
Chairman

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