

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 12th January 2016 at
The Pavilion, Little Marlow commencing at 8.00pm

UNCONFIRMED

Present: Cllr V Brownridge (VB) – Chairman Cllr G Fitchew (GF) – Vice Chairman Cllr R Randall (RR) Cllr V Morton (VM)		Cllr P Emmett (PE) Cllr R Mash (RM) Cllr K Acres (KA) Cllr J Downes (JD)
Mrs E Marsden Parish Clerk		1 Member of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
346/16	1. Apologies for Absence Apologies were received and accepted for Cllr Falk and Cllr Emmett.	
347/16	2. Declarations of interest – personal or prejudicial The following prejudicial declarations were declared: Cllr Downes in regards to planning applications 16/08376/CTREE & 16/05023/TPO as he is the applicant. Cllr Mash in regards to planning applications 16/08349/FUL & 16/16/08267/PNP3R as these properties adjoins land he owns.	
348/16	3. To approve Minutes of Full Council Meeting held on 1st December 2015. The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
349/16	4. To take Reports from those minutes for NOTE VAS – The Clerk is still chasing TfB for an installation date. Budget Meetings – dates arranged Reserves Acct – more information needed on a new bank account to hold the reserve monies. Street Lights Maintenance – our existing contractor will undertake maintenance on lights installed by a different organisation. Abbotsbrook Hall kitchen shelf – This has been completed. Pensions for staff – Staff have been written to	Clerk Clerk
350/16	5. Finance To approve Income and expenditure for November and December 2015 Cllr Fitchew asked a question regarding Loam for LMCC, this was answered satisfactorily. It was RESOLVED to accept the financial report for November and December 2016. November 2015 Income Expenditure £4,091.10 £5,816.03 Bank Accounts Totals – November 2015 Current Account: £6,363.93 Petty Cash: £225.55	

	<div>Reserves Account: £39,440.05</div> <div>Precept Account: £64,035.16 (£30,577.16 S106 removed)</div> <div>(precept account is inflated by £33,458.00 as holding S106 payment on behalf of Country Park Partnership)</div> <div>December 2015</div> <div><div>Income</div><div>£6,078.46</div><div>Expenditure</div><div>£7,789.35</div></div> <div>Bank Accounts Totals – December 2015</div> <div>Current Account: £7,164.25</div> <div>Petty Cash: £245.55</div> <div>Reserves Account: £39,441.67</div> <div>Precept Account: £59,037.27 (£25,579.27) S106 removed)</div> <div>(precept account is inflated by £33,458.00 as holding S106 payment on behalf of Country Park Partnership)</div> <div>Full breakdown of each individual expenditure and income is available in Appendix 1 attached.</div> <div>b) Confirmation of WDC Council Tax Support Grant 2016/17</div> <div>The Clerk confirmed that the CTS Grant for 2016/ 17 is £427.78.</div>																				
351/16	<div>6. Planning Report</div> <div>a) Consideration of Planning Applications and Decisions</div> <table><tr><th>App. No.</th><th>Location</th><th>Description</th><th>LMPC response</th></tr><tr><td><u>15/08349</u> <u>/FUL</u></td><td>Wyevale Garden Centre Pump Lane South Little Marlow</td><td>Demolition and replacement of external display bedding canopy, erection of external display bedding canopy and canopy walkway, rationalisation and improvements to plant area, relocation of buildings, car wash, goods-in yard and re-organisation of car park</td><td>No Objection</td></tr><tr><td><u>16/05023</u> <u>/TPO</u></td><td>The Manor House Church Road Little Marlow</td><td>Remove epicormic basal growth from Limes T1, T2 and T3</td><td>Tree Comment</td></tr><tr><td><u>15/08519</u> <u>/CTREE</u></td><td>Orchard Croft The Drive Bourne End</td><td>Fell 3 no. Conifers to front of house</td><td>Tree Comment</td></tr><tr><td><u>15/08431</u> <u>/VCDN</u></td><td>Marlow Winery Pump Lane North Little Marlow</td><td>Removal of condition 13 attached to PP 12/06767/FUL (Erection of winery building, tractor store/equipment store, associated parking and vehicular access) to allow the site to be open to members of</td><td>The Parish Council objects to the removal planning Condition 13. This site is unsuitable for a visitor attraction due to the nature of Pump Lane North and would bring unacceptable levels of traffic to the area</td></tr></table>	App. No.	Location	Description	LMPC response	<u>15/08349</u> <u>/FUL</u>	Wyevale Garden Centre Pump Lane South Little Marlow	Demolition and replacement of external display bedding canopy, erection of external display bedding canopy and canopy walkway, rationalisation and improvements to plant area, relocation of buildings, car wash, goods-in yard and re-organisation of car park	No Objection	<u>16/05023</u> <u>/TPO</u>	The Manor House Church Road Little Marlow	Remove epicormic basal growth from Limes T1, T2 and T3	Tree Comment	<u>15/08519</u> <u>/CTREE</u>	Orchard Croft The Drive Bourne End	Fell 3 no. Conifers to front of house	Tree Comment	<u>15/08431</u> <u>/VCDN</u>	Marlow Winery Pump Lane North Little Marlow	Removal of condition 13 attached to PP 12/06767/FUL (Erection of winery building, tractor store/equipment store, associated parking and vehicular access) to allow the site to be open to members of	The Parish Council objects to the removal planning Condition 13. This site is unsuitable for a visitor attraction due to the nature of Pump Lane North and would bring unacceptable levels of traffic to the area
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			the public as a visitor attraction or to be used for retail sales direct to the public		
	<u>15/08442</u> <u>/FUL</u>	6 Abbey Road Bourne End	Householder application for replacement of existing ground floor conservatory with part ground floor rear extension and part first floor rear extension	No Objection	
	<u>15/08376</u> <u>/CTREE</u>	The Manor House Church Road Little Marlow	Reduce side growth from 2 Copper Beech in tree belt by 2.5-3 metres to improve shape and mitigate risk of limb loss from squirrel damage; brace 4 Plane tree; lift 5 Beech by bridge to lift to 4.5-5 metres (secondary branch structure only) to improve light penetration; reshape 6 Yew beside house by reducing over extended sections by 1-1.5 metres using 14 metre MEWP; lift 7 3 x Yew trees on area right hand side of gate by 4 metres; raise canopies of 8 2 x Yew to 2.5 metres and remove any major deadwood over 20mm in diameter and reduce overextended sections back to previous points.	Tree Comment	
	<u>15/08362</u> <u>/FUL</u>	Trees The Avenue Bourne End	Householder application for construction of two storey front extension and fenestration alterations	No Objection	
	<u>15/08292</u> <u>/FUL</u>	Pigeon House Farm Sheepridge Lane Little Marlow	Change of use from redundant agricultural barns to storage (Class B8)	No Objection	
	<u>15/08267</u> <u>/PNP3R</u>	Merton Dell Farm Monkton Lane Little Marlow	Prior Notification (Part 3, Class R) for change of use of 149 sm of barn area from Agricultural to D1 (Assembly and Leisure)	No Objections	
	<u>15/08191</u> <u>/CLP</u>	The Bramleys Church Road Little Marlow	Certificate of lawfulness for proposed construction of detached single storey	This application has already been refused	

		ancillary outbuilding	
<p>Applications with /CTREE & /TPO reference – the Council RESOLVED to submit the following comment:</p> <p>The Parish Council has no objection provided the work is undertaken under the Supervision of the WDC Tree Officer.</p> <p>Note Cllr Downes had no part in the decision regarding planning applications: 16/08376/CTREE & 16/05023/TPO.</p> <p>Note - Cllr Mash has no part in the decision regarding 16/08349/FUL & 16/16/08267/PNP3R</p> <p>Decisions</p> <p>Case Ref: 15/07929/CTR Decision Not to make a Tree Preservation Order Date: 18/11/201</p> <p>Address: Heronsgate The Avenue Bourne End Buckinghamshire SL8 5RD</p> <p>Proposal: Section fell T1 Cedar</p> <p>Case Ref: 15/07746/FUL Decision Application Permitted</p> <p>Address: Old Dairy Barn Monkton Lane Little Marlow Buckinghamshire SL7 3FG</p> <p>Proposal: Householder application for construction of single storey glass room extension</p> <p>Case Ref: 15/07838/CTR Decision Not to make a Tree Preservation Order Date: 17/11/201</p> <p>Address: Otters Pool The Avenue Bourne End Buckinghamshire SL8 5QY</p> <p>Proposal: Reduce (1) Tulip on neighbour's side to accommodate new fence; remove (2) Western Cedar; remove (3) Cypress.</p> <p>Case Ref: 15/08090/MIN Decision Application Permitted</p> <p>Address: Site Of Water Meadow The Drive Bourne End Buckinghamshire</p> <p>Proposal: Proposed non-material amendment to permission for Demolition of existing 3 bed bungalow and erection of a replacement 3 bed dwelling granted under</p> <p>Case 15/07284/PN Decision: Details Approved Date26/11/2015</p> <p>Address: Barn Westhorpe Farm Westhorpe Park Little Marlow Buckinghamshire</p> <p>Proposal: Prior Notification application (Part 3, Class Q) for change of use of existing Agricultural barn to C3 (Residential) creating one detached dwelling with access via existing farm access and associated operational development</p> <p>Applicant Mr MJ & Mrs RM Randall Agent: Brown & Co Ward: Flackwell Heath And Little Parish: Little Marlow Parish Council</p>			

	<p>Case Ref: 15/07862/FUL Decision Application Permitted Address: Garden Cottage School Lane Little Marlow Buckinghamshire SL7 3SA Proposal: Demolition of existing timber bungalow and erection of replacement 3 bed dwelling with associated parking (alternative scheme to pp 14/06314/FUL)</p> <p>Case Ref: 15/08040/CTR Decision Not to make a Tree Preservation Order Date: 07/12/201 Address: Priory Ford Lodge The Avenue Bourne End Buckinghamshire SL8 5QU Proposal: Reduce crown of Horse Chestnut by one third (up to 1.5 metres) to keep shape of tree and reduce weight on limb over The Avenue, fit non-invasive cable brace lower limb to improve structural integrity</p> <p>Case Ref: 15/08044/CTR Decision Not to make a Tree Preservation Order Date: 07/12/201 Address: Abbots Corner The Avenue Bourne End Buckinghamshire SL8 5RD Proposal: Reduce height and overhanging branches of Lime T1 to line of previous work (20% reduction)</p> <p>Case Ref: 15/07912/FUL Decision: Application Permitted Date: 15/12/15 Address: 2 Abbey Road, Bourne End, Bucks SL8 5NZ Proposal: Householder application for construction of part two storey, part single storey rear extension and associated external alterations.</p> <p>Case Ref: 15/07930/AD Decision: Application Permitted Date: 16/12/2015 Address: The Blacksmiths Arms, Wycombe Road, Bucks HP10 9QD Proposal: Display of 3 x internally illuminated fascia signs, 1 x non-illuminated fascia sign and 1 x internally illuminated post sign.</p> <p>Case Ref: 15/08191/CLP Decision: Refuse Certificate of Proposed Use Address: The Bramleys, Church Road, Little Marlow Bucks SL7 3RZ Proposal: Certificate of lawfulness for proposed construction of detached single storey ancillary outbuilding</p> <p>The Council RESOLVED to accept the planning report.</p>	
352/16	<p>7. Burial Ground a) Update on work completed – Trees The Trees have been completed now and the remaining hedge on Sheepridge Lane has been completed. This was NOTED.</p>	
353/16	<p>8. The Pavilion & Rec Grd.</p>	

	<p>a) Consideration of repairs to concrete path around the back of the Pavilion. The Clerk advised the Council that there was damage to the concrete path around the back of the path. It was AGREED by Council for the Clerk to liaise with Cllr G Fitchew to obtain quotations for a repair. Cllr Mash recommended a contractor and this was NOTED. The Council RESOLVED to undertake the work on the Emergency lighting.</p>	Clerk / GF
354/16	<p>9. Abbotsbrook Hall a) Consideration of Lighting Quote The Council RESOLVED that the Clerk would liaise with Cllr Fitchew regarding the quotation with the view to establishing a suitable comparison. It was AGREED that a standardised approach to the lighting was needed. It was further AGREED that this work would be undertaken when sufficient funds were in place which could result in this being undertaken in the next financial year. b) Update of Audio Visual installation After discussion it was RESOLVED to purchase and install a 'pull down' projector screen which is in the previously agreed budget. It was AGREED that Cllr Fitchew would liaise with the Clerk to organise purchase and installation. c) Consideration of Curtain Cleaning Clarification was needed in regards to which curtains needed cleaning, Should it be the stage curtains, it was RESOLVED that these wouldn't be cleaned. Should it be the window curtains, it was RESOLVED that these should be vacuumed. d) Consideration of next action in regards to payment of AB Licence for usage of the car park. The Clerk reported that there had been no payment from any of the residents who use the car park. After discussion it was RESOLVED that the Clerk would send a reminder letter. The Clerk would seek legal advice via BALC and depending on the advice the use of the small claims court could be needed.</p>	<p>Clerk / GF</p> <p>Clerk / GF</p> <p>Clerk to advise Care-taker</p> <p>Clerk</p>
355/16	<p>10. Thames Water – consideration of donation of money for road repairs. The Clerk advised the Council that Thames Water called to ensure that the donation definitely wasn't needed. When the Clerk called Thames Water a new Case Officer was in post who wasn't familiar with the history. The Clerk AGREED to speak to them and if there is any additional information it will be brought back to Council.</p>	Clerk
356/16	<p>11. Website – Update regarding new design Cllr Downes and Cllr Acres had met to discuss the website and recommended some changes to make it more 'user friendly' this included changes to the headings. The Council RESOLVED to allow the changes which the Cllrs thought necessary and also to look into making greater use of Twitter. Cllr Acres and Cllr Downes had scheduled a meeting with the Clerk on Friday 15th January to go through the changes needed. This was NOTED.</p>	Clerk / JD / KA
357/16	<p>12. Devolved Services . a) Expenditure against budget for NOTE The report was NOTED. The Council considered the information the Clerk has provided regarding the costs and level of grass cutting in Little Marlow Village. The Council RESOLVED to accept this cost as acceptable.</p>	Clerk

358/16	<p>13. Reports from Meetings at Outside Bodies</p> <p>a) SLCC Meeting 3rd December – Clerk Buckinghamshire Clerk of Year was Annie Jones from Marlow Town Council. Amersham Town Council has received an award for a new playground. A lot of Councils had applied for Quality Status with a number of Councils going for Gold status. A survey was taken regarding precept requests for 2016/17 and the majority were looking to increase their budgets for next year. The SLCC Christmas lunch was very enjoyable.</p> <p>b) LM School Working party – 12th January Cllr Downes and the Clerk attended the meeting. A productive meeting in which a number of areas were discussed to improve the safety of children walking to school and improving congestion within the village. Car sharing apps will be piloted by the school and parents. Bus provision – has been shelved at the moment as it is cost prohibitive. Staff car park – Still a possibility on Carrington Estate land but this is a long term strategy. The school will explore the potential of creating a further two staff spaces with the removal of some hedgerow. Footpath/pavement – lots of options discussed and the footpath outside the perimeter of the fence is the best option. Planning permission would be required, some hedge would need to be cut and issues such as drainage would need to be addressed. It would also require a possible new entrance into the school. This project requires a lot of planning and the working party is aiming to put a proposal in front of the Council at the April Meeting. The lights on the new building are being discussed with the architect and planning authorities. Next meeting scheduled Tues 23rd February at the Pavilion.</p> <p>c) WDALC AGM Cllr Brownridge represented Little Marlow Parish Council at the WDALC meeting and AGM on 7 January. Parishes shared their experiences of taking on devolved services. Most of those present who had not been in the first tranche were planning to be part of the second tranche as they recognised that Bucks CC was not going to carry on providing non statutory services and that those services BCC did continue to provide would not be done at the level parishes would wish to see them done. It was agreed that WDALC should not increase its subscriptions and that the Chairman should write to all parishes in Wycombe District who are not currently members to encourage them to join. There are still places on the WDALC Audit and Financial Control training on 2 February. Details will shortly be circulated about the training on Planning on 21 April. It was suggested that this should include a session on the Community Infrastructure Levy.</p> <p>At the AGM, Brain Swain was re-elected as Chairman and Andy Cobden as Vice-Chairman. No-one volunteered to take on the role of secretary. Hayley Glasgow will continue to carry out the role in the interim but Parishes were asked to ask their Councils if anyone would be prepared to take on the role.</p> <p>d) Marlow Society meeting. The Society has concerns regarding recent planning applications which have been approved locally. They are writing to Penelope Tollitt for explanation on a number of issues. Concern was expressed regarding the possible loss of a public footpath</p>	
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	<p>following development of land which belonged to the Red Kite Housing Association. Marlow Town Council are involved in ensuring this footpath remains.</p> <p>e) LMRA – Cllr Downes attended the meeting and discussion was made regarding the introduction of better broadband to the Little Marlow Village area. There was a possibility of a new junction box being installed into the village but this would have to be paid for by the Villagers.</p>	
359/16	<p>14. Correspondence to the Council</p> <p>a) BALC Courses. It was AGREED that the Clerk would attend the VAT course and Cllr Brownridge would attend the Chairmanship course. Cllr Morton expressed interest in Planning training and it was AGREED that this would be either via BALC or WDALC training.</p> <p>b) Buckingham Palace Garden Party It was RESOLVED to nominate retired Councillor Dallas Banfield and should Mr Banfield not wish to attend, then Cllr Fitchew will be nominated.</p> <p>c) WDC Letter from Penelope Tollitt The Council were disappointed regarding the replies to the letter. It was RESOLVED to write back to WDC expressing the concerns regarding the proposed solution to the inadequate parking and the long time it is taking to sort out the PA System and footpaths.</p> <p>d) Queen's Birthday Beacons After discussion it was AGREED for the Clerk to speak to neighbouring Parish Councils to see if they were purchasing a beacon.</p> <p>e) A parishioner regarding the Defibrillators. Had written to Cllr Downes regarding the Defibrillators. Concerns regarding the advertising of this facility and ensuring the ongoing maintenance and training on how to use the defibrillator. The Clerk will write to the parishioner directly and will look into training including general first aid training.</p> <p>f) Memorial Stone - consideration of single fees. A request has been made not to pay triple fees for the installation of a memorial stone. The interred person used to live in Little Marlow for a number of years before being moved by WDC to Flackwell Heath due to health reasons. The Council RESOLVED that on this case only, single fees would be allowed. It to be noted that this does not set a precedent.</p>	<p>VB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
360/16	<p>15. Public Participation</p> <p>Parishioner Expressed concern regarding the maintenance of the green path along Sheepridge Lane from the Cemetery entrance to the roundabout. It was discussed that the hedgerow needs to be cut back and this land is owned by the Carrington Estate. It was AGREED that the parishioner would take photographs and the Clerk would speak to the Carrington Estate about getting the hedge cut back.</p> <p>Street Light not working in Coldmoorholm Lane. The Clerk said that the maintenance company had gone twice to fix it and couldn't get close to it due to cars parked. Clerk will chase it up.</p> <p>This was NOTED.</p>	<p>Clerk</p> <p>Clerk</p>
361/16	<p>Items to be included on next Agenda</p> <p>Marlow Society Meetings</p>	

	Update on Tree Restoration work undertaken on the La Farge land. Cllr Mash gave notice of a Charity Dog Walk on 8 th May.	
362/16	Dates of Future Meetings 23 rd February, 5 th April, 17 th May Annual Council Meeting and Council Meeting, 27 th Annual Parish Meeting	
There being no further business to be transacted the meeting was closed at 9.53pm		

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
LMRA	Little Marlow Residents' Assoc	LGPS	Local Government Pension Scheme
VAS	Vehicle Activated Sign	LMLCP	Little Marlow Lakes Country Partnership

Signed:
Chairman

Date: