

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 23<sup>rd</sup> May 2023 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

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### CONFIRMED

Present: Cllr K Acres (KA) – Chairman, Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE) - Vice-Chairman, Cllr S Kershaw (SK), Cllr V Morton (VM), Cllr R Start (RS),		
Mrs J Murray – Parish Clerk	Public present: Please refer to sign in sheet	
Minute Ref:	Agenda Item	Action
2512/23	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> Cllr S Goss	
2513/23	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
2514/23	<b>3. To approve the Minutes of the Parish Council Meeting of the 25<sup>th</sup> April 2023</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2515/23	<b>4. To take reports from these minutes for NOTE</b> None to be noted	
2516/23	<b>5. Parish Clerk’s report:</b> Playground maintenance is underway, Coldmoorholme Lane Car Park Lease Registration is in progress – due the end of May, April accounts available at the next parish council meeting to review due to closedown procedures. Thanks to Cllr J Downes for his assistance with Asset Register. Project List, Action Plan & Budget are now linked and to be reviewed at each parish council meeting. Diary dates: Internal Auditor 12th May, Clerk on holiday end of May. CIL monies of £18,396.76 received beginning of May. Little Marlow Village Fete is being held on Monday 28th August 2023 2-5pm. Poster has been uploaded to the website.	
2517/23	<b>6. Items to be taken in confidential</b> None	
2518/23	<b>7. Public participation – maximum 15 minutes</b> None	
2519/23	<b>8.1 Co-option of Parish Councillor</b> To consider the application and receive a presentation from candidate for the Casual Vacancy on the Council with a view to co-opting a new Councillor to represent Little Marlow Parish Council. In accordance with the Local Government Act 1972 Sch 12, para 39 the successful candidate must receive an absolute majority vote of those present and voting. The Council <b>RESOLVED</b> unanimously to co-opt Katie Cook, by a show of hands, and requested that the Parish Clerk arrange a parish council email address and access to Teams via Cloudy IT. The newly co-opted councillor signed the Declaration of Acceptance.	<b>Clerk</b>
2520/23	<b>8.2.a. To consider planning report:</b>  <b><u>Planning May 2023 Council Meeting</u></b>	

Chairman initials1

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Planning applications received from Buckinghamshire Council have a deadline date of when consultation comments must ????

**Buckinghamshire Council**

**WEEKLY LIST OF PLANNING APPLICATIONS up to 09.05.2023**

Householder application for construction of single storey detached garden outbuilding for use ancillary to main dwellinghouse

The Hayloft Well End Farm Marlow Road Bourne End Buckinghamshire SL8 5PJ

Ref. No: 23/O5854/FUL | Received: Wed 29 Mar 2023 | Validated: Wed 29 Mar 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council object as it is out of keeping with the surrounding area. Submitted 15<sup>th</sup> May 2023

Householder application for construction of single storey front and rear extensions and detached outbuilding

Cart Barn Pump Lane North Little Marlow Buckinghamshire SL7 3RD

Ref. No: 23/O5409/FUL | Received: Mon 13 Feb 2023 | Validated: Mon 13 Feb 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection Submitted 15<sup>th</sup> May 2023

Reduce dieback in upper canopy to live growth points due to health and safety concerns x 1 Horse Chestnut (T1) and reduce lateral extension to South by 4 metres to suitable growth points to avoid future limb failure x 1 Ash (T4)

Rosamond House Chapman Lane Bourne End Buckinghamshire SL8 5PB

Ref. No: 23/O6189/TPO | Received: Tue 09 May 2023 | Validated: Tue 09 May 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. Submitted 15<sup>th</sup> May 2023

Application for approval of details subject to Condition 16 (Landscaping Scheme) of Planning approval 20/O5167/FUL.

Hard To Find Farm Heath End Road Flackwell Heath Buckinghamshire HP10 9QH

Ref. No: 23/O6113/ADRC | Received: Fri 28 Apr 2023 | Validated: Fri 28 Apr 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection. Consultee comments expired.

Fell x 1 Pear (T3) and x 1 Hazel (T7) and thin by 20% x 1 Cherry (T2)

Little Mell Lockbridge Road Bourne End Buckinghamshire SL8 5QT

Ref. No: 23/O6032/CTREE | Received: Wed 19 Apr 2023 | Validated: Fri 21 Apr 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. **Submitted 15<sup>th</sup> May 2023**

Householder application for construction of 2.2m high brick wall to boundary to replace existing hedge

Coldmoorholm Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 23/O5968/FUL | Received: Thu 13 Apr 2023 | Validated: Thu 13 Apr 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council object as it is out of keeping with the surrounding area. **Submitted 15<sup>th</sup> May 2023**

Listed building consent for construction of 2.2m high brick wall to boundary to replace existing hedge

Coldmoorholm Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 23/O5969/LBC | Received: Thu 13 Apr 2023 | Validated: Thu 13 Apr 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council object as it is out of keeping with the surrounding area. **Submitted 15<sup>th</sup> May 2023**

Reduce all round by removing up to 2m apical and lateral growth x 1 Yew

The Grove Marlow Road Bourne End Buckinghamshire SL8 5NY

Ref. No: 23/O6192/CTREE | Received: Tue 09 May 2023 | Validated: Tue 09 May 2023 | Status: Pending Consideration

**LMPC Comment** Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer. **Submitted 15<sup>th</sup> May 2023**

**Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:**

Reduce to ground level x 1 Conifer hedge (G1)

Fir Trees 26 Oakfield Road Bourne End Buckinghamshire SL8 5QR

	<p>Ref. No: 23/O5802/CTREE   Received: Thu 23 Mar 2023   Validated: Thu 23 Mar 2023   Status: Not to make a Tree Preservation Order</p> <p>Crown reduce to previous pollard points by 1.5m – 2m and remove two lower branches x 1 Goat Willow (T1) and crown reduce to previous pollard points by 2m – 2.5m (T2) x 1 Willow</p> <p>Sheerwater Lockbridge Road Bourne End Buckinghamshire SL8 5QT</p> <p>Ref. No: 23/O5663/CTREE   Received: Wed 08 Mar 2023   Validated: Fri 10 Mar 2023   Status: Not to make a Tree Preservation Order</p> <p>1 metre reduction on stream side of tree and 4 metre reduction of lateral branch over road and public footpath x 1 Horse chestnut (T1), 3 metre reduction of lower lateral branches over house and garage and small lateral reduction 1 metre on other branches to keep tree symmetry x 1 Beech (T2) and full 3 metre canopy reduction x 1 Hornbeam (T3)</p> <p>Swans Way Sailing Club Road Bourne End Buckinghamshire SL8 5QS</p> <p>Ref. No: 23/O5574/CTREE   Received: Mon 27 Feb 2023   Validated: Mon 27 Feb 2023   Status: Not to make a Tree Preservation Order</p> <p>Householder application for construction of 2.2m high brick wall to boundary to replace existing hedge</p> <p>Coldmoorholm Cottage Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p>Ref. No: 23/O5374/FUL   Received: Wed 08 Feb 2023   Validated: Mon 06 Mar 2023   Status: Application Withdrawn</p> <p>Householder application for erection of single storey front and single storey side extensions, extension to roof with insertion of 2 x front rooflights and 2 x rear dormers and insertion of 2 x rear dormers to garage roof.</p> <p>Quoins The Close Bourne End Buckinghamshire SL8 5PE</p> <p>Ref. No: 23/O5286/FUL   Received: Tue 31 Jan 2023   Validated: Thu 23 Feb 2023   Status: Application Refused</p>	
2521/23	<p><b>8.3. Finance-</b></p> <p><b>a. To consider report from Budget Committee meeting minutes of 9<sup>th</sup> May 2023</b> The Council <b>RESOLVED</b> to agree to Cloudy IT billing the parish council £14 per month for a parish mobile phone.</p> <p><b>b. To approve Annual Governance and Accountability Return:</b></p> <p><b>i. To consider Internal Auditor report 2022/2023</b> The Council <b>RESOLVED</b> to note the Internal Auditor’s report and to ask the Budget Committee to review recommendations at the next committee meeting on 11<sup>th</sup> July 2023</p> <p><b>ii. To approve Annual Governance Statement 2022/2023</b> The Council <b>RESOLVED</b> to approve the Annual Governance Statement. The Chairman duly signed the documentation on behalf of Little Marlow Parish Council and the Clerk would arrange submission in line with the AGAR timetable.</p> <p><b>iii. To approve Accounting Statements 2022/2023</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>The Council <b>RESOLVED</b> to approve the Accounting Statements. The Chairman duly signed the documentation on behalf of Little Marlow Parish Council and the Clerk would arrange submission in line with the AGAR timetable.</p> <p><b>iv. To approve the dates of the period for the Exercise of Public Rights</b> The Council <b>RESOLVED</b> to approve the period for the Exercise of Public Rights</p> <p><b>v. To approve Asset Register</b> The Council <b>RESOLVED</b> to approve the Asset Register and passed on thanks to the Clerk and Cllr J Downes for their hard work in reviewing and updating the register.</p> <p><b>c. To consider grant request from Dementia Respite</b> The Council <b>RESOLVED</b> to decline the grant request as it was not based upon the Little Marlow Parish.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2522/23	<p><b>8.4. Abbotsbrook Hall-</b></p> <p><b>a. To receive an update on small claims court</b> A report was given, confirming that a small claims court application was now called making a court claim. It was confirmed that making a court claim application had been completed.</p> <p><b>b. To receive an update on programmable heating system and WIFI installation</b> Cllr P Emmett contacted a local plumber who confirmed a programmable system was possible. Cllr K Acres agreed to photograph heating system in place. Cllr P Emmett would use the photographs to enable further progress and a quote to be available at the next parish council meeting. The Clerk was requested to contact BT to gain a quote to install a telephone line at Abbotsbrook Hall.</p>	<p>KA/PE</p> <p>Clerk</p>
2523/23	<p><b>8.5 The Pavilion and Recreation Ground</b></p> <p><b>a. To consider cricket shed project progress</b> Cllr J Downes stepped down from the project due to workload and council would request that Cllr S Goss moves the project the forward. Cllr J Downes would email Cllr S Goss an update. In the meantime, Cllr P Emmett would contact a planning consultant and establish requirements to facilitate the project: scope, options, cost and level of tender.</p> <p><b>b. To consider ARD playground inspection report</b> The Council noted the inspection report and maintenance was tabled.</p>	<p>JD/SG</p> <p>PE</p> <p>Clerk/ PE</p>
2524/23	<p><b>8.6 General-</b></p> <p><b>a. To review the Project List &amp; Action Plan</b> The Council reviewed the Project List &amp; Action Plan and asked the Clerk to upload updated versions to Teams.</p> <p><b>b. To receive an update on Conversion of LMPC streetlights to LED project</b> Cllr S Kershaw reported that he was due to meet with the Street Lighting contractor imminently to finalise the contract. It was confirmed that the parish council had previously <b>RESOLVED</b> that Cllr S Kershaw &amp; Cllr K Acres sign the contract on behalf of LMPC.</p> <p><b>c. To receive a report on Spade Oak Lake and Little Marlow Country Park</b> Cllr S Kershaw gave a report and would keep the parish council updated with any further information.</p> <p><b>d. To receive report on Buckinghamshire Council Tree Survey</b> The Council <b>RESOLVED</b> that Cllr R Start, Cllr P Emmett and Cllr J Downes would form a working party to meet in September and deal with the tree issues identified for a handyman. Cllr P Emmett would contact a local tree surgeon and request a quote for the larger tree issues. A report would be given at the next parish council meeting.</p> <p><b>e. To receive a schedule of delivery for a Neighbourhood Plan</b> Following a report from Cllr A Crabtree the Council <b>RESOLVED</b> that Cllr A Crabtree and Cllr S Kershaw should meet with Buckinghamshire Council on LMPC's behalf to discuss a Neighbourhood Plan with the examiner. Scope to include: Country Park area, RUR4 area, A404 to Lake and Coldmoorholme Lane. Cllr A Crabtree would check that CIL can be used to fund a Neighbourhood Plan and that CIL would increase from 15% to 25% with a Neighbourhood Plan in place.</p> <p><b>f. To consider response from Buckinghamshire Council on expansion of parish council</b> The Council noted the response and detailed process to engage in to expand parish councillor numbers and decided against the option.</p> <p><b>g. To consider request for lidded litter bins</b></p>	<p>Clerk</p> <p>SK/KA</p> <p>SK</p> <p>RS/PE/ JD</p> <p>AC/SK</p>

	The Clerk reported that Buckinghamshire Council would install lidded litter bins by the end of June.	
2525/22	<p><b>9. Items for information only:</b></p> <p><b>1. Reports from Meetings of Outside Bodies:</b></p> <p><b>1.1. Marlow Society</b> Cllr V Morton reported that Cllr Neil Marshall was due to give an update on footpaths and cycle tracks, but report had been delayed until next month</p> <p><b>1.2. Community Board action groups:</b></p> <p><b>Economic Recovery and Regeneration Action Group</b> – no report</p> <p><b>Community Engagement</b> – no report</p> <p><b>Transport and Highways Action Group</b> – no report</p> <p><b>Environment and Climate Change</b> – meeting on Thursday</p> <p><b>1.3. Thames Water &amp; Sewage Works Liaison Committee</b> Cllr S Kershaw attended on behalf of the parish council and as a Coldmoorholme Lane Representative. Environment Agency representative did not attend the meeting. Buckinghamshire Councillor David Watson chaired the meeting and Joy Morrisey MP was in attendance. No spillage into the Thames since last September according to Thames Water records.</p> <p>Cllr P Emmett pointed out that there is no funding provision for the next 12 years to do anything about the sewage works.</p> <p>The Council <b>RESOLVED</b> to write to Joy Morrisey MP, to copy in Buckinghamshire Councillor David Watson and OFWAT, with concerns regarding lack of ability to perform routine maintenance at the sewage works. To highlight that there are no plans to maintain the sewage work or to invest in a level of redundancy.</p> <p><b>2. Correspondence</b> None</p>	Clerk/ SK
2526/22	<b>10. Items to be included on the next Agenda-</b> Dog waste bins	
2527/22	<b>11. Dates of the next meetings:</b> Environment Committee Meeting 15 <sup>th</sup> June 2023, Social Media Working Party 20 <sup>th</sup> June 2023, Planning Committee Meeting 10 <sup>th</sup> July 2023, Budget Committee Meeting 11 <sup>th</sup> July 2023, Parish Council Meeting 18 <sup>th</sup> July 2023	
There being no further business to be transacted the meeting was closed at <b>9.17pm</b>		

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	ROW	Rights of Way
VAS	Vehicle Activated Sign	BMKALC	Bucks Milton Keynes Association of Local Councils
PCSO	Police Community Support Officers	LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership		

Chairman initials6

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Signed: .....

Chairman

Date: .....

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

Chairman initials7

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