

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 1st December 2015 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 A Falk (AF)
Mrs E Marsden Parish Clerk		6 Members of the public present
The Attendance Sheet was duly signed		
Minute Ref:	Agenda Item	Action
323/15	1. Apologies for Absence Apologies were received and accepted for Cllr Downes	
324/15	2. Declarations of interest – personal or prejudicial Dispensation granted to all attending Council members under Section 33 of Localism Act 2011 in regards to Agenda Item 5c Setting of Precept 2016/17.	
325/15	3. To approve Minutes of Full Council Meeting held on 20th October 2015.. The Council RESOLVED to accept the minutes and they were duly signed by the Chairman.	
326/15	4. To take Reports from those minutes for NOTE VAS – The Clerk is still chasing TfB for an installation date. Marlow Bottom Parish Council – Cllr Morton and the Clerk attending MBPC meeting. Unfortunately they felt that this wasn't a scheme they could support financially as they felt it had limited benefit and they had other plans for their CIL monies. Budget meetings – this needs to be actioned. Athletics Track – the Clerk has sent a letter to Penelope Tollitt and has had a reply to say that she is collating all the information and will come back to us in due course. Website – Cllr Downes and Cllr Acres need to meet to bring this forward.	Clerk Clerk / KA KA/JD
327/10	<i>The Chairman brought forward the below Agenda item as a member of the public was attending for this item.</i> 10. Abbotsbrook Hall d) Review of car park following a complaint The member of the public outlined his areas of concern regarding the condition of the car park at Abbotsbrook Hall. Cllr Fitchew emphasised the rural nature of the car park and explained that maintenance of the car park was normally undertaken in January / February. The Council AGREED that if weather permits, any necessary maintenance would be brought forward.	GF
328/15	5. Finance To approve Income and expenditure for October 2015 It was RESOLVED to accept the financial report for September 2015	

October 2015

Income	Expenditure
£7,365.89	£8,337.16

Bank Accounts Totals – September 2015

Current Account:	£7,345.97
Petty Cash:	£285.55
Reserves Account:	£39,438.38
Precept Account:	£64,032.92 (£30,574.92 S106 removed)

(precept account is inflated by £33,458.00 as holding S106 payment on behalf of Country Park Partnership)

Full breakdown of each individual expenditure and income is available in **Appendix 1** attached.

b) Review of Budget 2015/16

The Clerk presented a revised budget following comments from Cllrs from the previous Council meeting. It will be a neutral budget with income and expenditure the same amount. The Clerk gave information regarding the previous years' allocation of reserves and the importance to maintain these at a sufficient level. To do this the precept would need to be increased. The Council **RESOLVED** to accept the budget for 2016/17.

c) Setting of the precept for 2016/17

The Council **RESOLVED** to set the precept for 2016/17 at £47,113

d) Returning S106 monies for LMLCP back to WDC

Following the issues regarding the recovery of VAT for LMLCP on any expenditure, if the transactions were with LMPC. The Council **RESOLVED** to return the money back to WDC.

Clerk

e) Lloyds Bank Financial Compensation Scheme

LMPC accounts now exceed the compensation level of £75,000 per account holder. It was **AGREED** for the Clerk to look at alternative accounts for the Reserves Account.

Clerk

329/15

6. Planning Report

a) Consideration of Planning Applications and Decisions

App. No.	Location	Description	LMPC Reponse
<u>15/08186/TPO</u>	Thames Reach Abbotsbrook Bourne End	Reduce to source the two lowest limbs of T1 Cedar located in rear garden over the house and power line, tip reduce the lowest limb over the garden by approximately 2 metres, remove major dead wood; crown lift T2 two Ash by removing to source the lowest limbs on both trees and tip reduce to attain a 3 metre clearance from all houses	No Objection

<u>15/08159/CLP</u>	3 Coldmoorholme Lane Bourne End	Certificate of lawfulness for proposed construction of rear dormer window	Tree Comment
<u>15/08118/TPO</u>	Old Thatch Coldmoorholme Lane Bourne End	Crown lift Copper Beech T6 by removing lowest four branches near house, and reduce crown by 2 metres where branches overhang the thatch, and by 1 metre above the roof line.	Tree Comment
<u>15/08040/CTREE</u>	Priory Ford Lodge The Avenue Bourne End	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	Tree Comment
<u>15/08044/CTREE</u>	Abbots Corner The Avenue Bourne End	Reduce height and overhanging branches of Lime T1 to line of previous work (20% reduction)	Tree Comment
<u>15/07912/FUL</u>	2 Abbey Road Bourne End	Householder application for construction of part two storey, part single storey rear extension and associated external alterations	No Objection
<u>15/07930/ADV</u>	The Blacksmiths Arms Wycombe Road Marlow	Display of 3 x internally illuminated fascia signs, 1 x non-illuminated fascia sign and 1 x non-illuminated post sign	No Objection
<u>15/07929/CTREE</u>	Heronsgate The Avenue Bourne End	Section fell T1 Cedar	Tree Comment
<p>Please note all applications with reference /CTREE/ CTR or /TPO the Council resolved to submit the following comment: The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer. The Council is not always consulted on /MIN/ CLP applications.</p> <p style="text-align: center;"><u>Decisions</u></p> <p>Case 15/07540/CTR Decision: Not to make a Tree Preservation Order Address: Quay House Sailing Club Road Bourne End Buckinghamshire SL8 5QS Proposal: Reduce crown of Horse Chestnut tree located in front of property by 25%, as per previous application ref. 1006750CTREE.</p> <p>Case Ref: 15/07274/CLP Decision Refuse Certificate of Proposed Use</p>			

	<p><i>Address:</i> Benedict House Marlow Road Little Marlow Buckinghamshire SL7 3RS</p> <p><i>Proposal:</i> Certificate of lawfulness for proposed conversion of detached garage to storage and summer room</p> <p><i>Case Ref:</i> 15/06895/CLP <i>Decision</i> Grant Certificate of Proposed Use</p> <p><i>Address:</i> 30 Burroughs Crescent Bourne End Buckinghamshire SL8 5NR</p> <p><i>Proposal:</i> Certificate of Lawfulness proposed for the erection of single storey rear extension & conversion of garage to habitable accommodation</p> <p><i>Case Ref:</i> 15/07544/FUL <i>Decision</i> Application Permitted</p> <p><i>Address:</i> 3 Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</p> <p><i>Proposal:</i> Householder application for construction replacement roof to existing rear extension, insertion of additional roof lights to front roof slope and associated</p> <p><i>Case Ref:</i> 15/07511/FUL <i>Decision</i> Application Permitted</p> <p><i>Address:</i> The Blacksmiths Arms Wycombe Road Marlow Buckinghamshire HP10 9QD</p> <p><i>Proposal:</i> Application for erection of a Garden Pergol & erection of replacement mesh fencing, housing of new outdoor freezer & erection of new surrounding 1.80m close boarded fencing</p>	
330/15	<p>7. Street Lights – consideration of quotation to install new Columns and lights in Winchbottom Road.</p> <p>The Council considered the quotations provided and RESOLVED to accept the quotation from Leigh Electrical provided there were no issues with ongoing maintenance.</p>	
331/15	<p>8. Burial Ground</p> <p>a) Bell-mouth project – Consideration of quotation for additional hedge clearance.</p> <p>It was RESOLVED to accept the quotation for additional hedge clearance as requested by BCC Highways. Contractor is an approved BCC contractor.</p>	
332/15	<p>9. The Pavilion & Rec Grd.</p> <p>a) Consideration of quotation for picnic table</p> <p>LMPC were delighted to receive a donation from the Little Marlow Amenities Committee of £600 towards the picnic table. It was AGREED to write and thank them. It was RESOLVED that the quotation from Playground Facilities was accepted with LMPC paying the remaining amount of £226.12. Following an inspection it was AGREED to undertake maintenance identified on the playground.</p> <p>b) Review of Pavilion Terms and Conditions</p> <p>Sadly due to a teenagers party which caused damage to the Pavilion, it was RESOLVED that the terms and conditions of the Pavilion and Abbotsbrook Hall be changed. Deposit for non-parishioners will be increased to £150 and parishioners £50.</p>	

333/15	<p>10. Abbotsbrook Hall</p> <p>a) Update on Lighting at Abbotsbrook Hall The Clerk is still waiting for a quotation. This was NOTED.</p> <p>b) Update on kitchen improvements Cllr Fitchew will have a new shelf inserted in the kitchen before Christmas. This was NOTED</p> <p>c) Update of Audio Visual installation After discussion it was AGREED to defer this decision to the next meeting when Cllr Downes was present.</p>	Clerk GF JD
334/15	<p>11. Thames Water – consideration of donation of money for road repairs. After discussion, it was RESOLVED not accept the donation of the money as LMPC were not a highways authority and wouldn't be able to undertake any repairs. The Clerk will advise Thames Water.</p>	Clerk
335/15	<p>12. Newsletter – Review the need for paper newsletter when available electronically through website After much discussion regarding the provision and deliver of the newsletter. It was RESOLVED to put an article in the Spring newsletter offering the option of an electronic copy of the letter. The Clerk advised Council that a minimum of two newsletters a year are a requirement for Quality Status. This was NOTED.</p>	Clerk
336/15	<p>13. Devolved Services .</p> <p>a) Expenditure against budget for NOTE The report was NOTED. An enquiry was made regarding the Little Marlow Village grass cutting. The Clerk will clarify the areas cut with the Contractor and report back.</p>	Clerk
337/15	<p>15. Reports from Meetings at Outside Bodies</p> <p>a) LM School Working party – 21 October Cllr Falk, Cllr Downes, Cllr Emmett and the Clerk attended the meeting. The working Party will be making amendments to their Terms of Reference. Further investigation had occurred regarding public transport / car sharing to the School; the provision of parking on Carrington land opposite and the inclusion of a path across or alongside the recreation ground. These ideas are being researched along with a number of other options. Next meeting scheduled Tues 12th January at the Pavilion.</p> <p>b) BMKALC AGM, 3 November Cllr Brownridge represented Little Marlow Parish Council at the AGM of the Bucks and Milton Keynes Association of Local Councils on 3 November. Following election of office holders, subscription for 2016/17 was discussed. Executive Committee proposed that subscriptions for NALC and for BMKALC should both be increased by 1p per elector. After much discussion a vote was taken and it was agreed that only the NALC subscription should be increased. This means that the amount which will be levied will go up from 16p to 17p per elector with 6.6 p going to NALC. This will be a charge to the Parish Council of £208.25. BMKALC have since written to confirm this.</p> <p>c) BMKALC Conference, 25 November This was attended by Cllr Falk and Cllr Brownridge. One of the main aims of the Conference was to explore further opportunities for devolving services from Bucks CC to town and parish councils. Bucks CC are looking across all areas including services for children and young people, adult social care, transport and the environment</p>	

	<p>including waste. They were honest about the fact that devolution was a necessity because they no longer had the financial or staff resources to provide all the services they used to provide.</p> <p>In the afternoon Cllr Brownridge attended a workshop on future devolution opportunities within the areas of Transport, Environment and the Economy. Bucks CC was looking for ideas from town and parish councils on services they might take on. Suggestions included school crossing patrols, providing transport for special needs children, campaigns to encourage more people to recycle their waste, improved monitoring of fly tipping. She also attended a workshop on a new Town and Parish Council Capacity Building programme called Town and Parish Futures. The aim is to give individual parishes training in areas where they need particular support. It is modelled on a similar scheme Bucks CC has been running for voluntary and community sector groups. The scheme offers a free half day's meeting with a consultant to help the Parish Council decide what their key areas of need are and then up to 9 days of free specialist support to help them address these needs. There are 12 support packages including finance and income generation, strategy and planning, IT services and marketing and communications. Cllr Brownridge thought that this could be something which would benefit the Council. Cllr Brownridge had signed up to receive further information as the scheme is developed.</p> <p>d) BALC Councillor induction Training 28th October Cllr Morton and Cllr Randall attended this training and found it very useful and informative.</p> <p>e) WDALC Media Training 26th November Cllr Falk and Cllr Brownridge attended this training. One of the lessons Cllr Brownridge took from the training is to ensure that the Council's emergency plan identifies who would deal with the media. If the Council is in a crisis situation they don't want to be wasting time deciding who is going to take on this role. It is important that the team stays tight so that everyone is aware of what is going on and sings from the same hymn sheet.</p> <p>f) Thames Water Liaison Committee 17th November The Clerk, Cllr Mash, and Cllr Emmett attended. Cllr Downes attended as LMRA Chairman. Sadly as Thames Water and the Environment Agency had sent no representatives, it was decided that the meeting should be postponed. County Councillor D Watson AGREED to write to both organisations to express the Committees disappointment. In addition it was NOTED that Cllr Morton attended the Marlow Society meeting. The Society has concerns regarding the Athletics Track and the introduction of additional street lights at the entrance.</p>	
339/15	<p>15. Clerks Hours Due to the confidential nature of the Clerks hours and possible altering of hours and remuneration it was RESOLVED to move this item to Confidential Items – in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	Clerk
340/15	<p>16 Pension provision for Member of Staff Due to the confidential nature of Members of Staff's pension provision it was RESOLVED to move this item to Confidential Items – in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>	

341/15	17. Correspondence to the Council Confirmation of rate increase by BALC. This was NOTED	
342/15	18. Public Participation County Council D Watson Confirmed that he had written to Thames Water and Environmental Agency BCC have frozen non essential expenditure Cllr Watson's recommendations for road improvements in LM area are: <ul style="list-style-type: none"> - Road from Sheepridge Lane to Black Lion in Well End - Athletics Track to outside Emmetts Farm - Flackwell Heather to Heath End Road Any further recommendations please let him know. District Councillor David Johncock Confirmed that he will be in touch regarding letter sent to Penelope Tollitt on the Athletics Track. Asked for clarity on the S106 money moving back to WDC TfB have put in new street lights and removal of oak tree stump at the entrance to the Athletics Track following recommendations from the Safety Audit Report. District Councillor John Savage Spoke in favour of the newsletter and thought the last edition was very informative. He would be happy to receive an electronic version. A member of the public suggested that perhaps a one page leaflet could be delivered outlining the content of the newsletter with the full copy to be accessed online. This would be a saving on printing costs. All were NOTED .	Cllrs
343/15	19. Confidential Items In certain circumstances, it may be necessary for the public to be excluded from this meeting. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 and is in view of the confidential nature of the business to be transacted. Discussions may only be held in Confidential Items after a majority agreement by Councillors present. 15. Clerks Hours As agreed at the last meeting, the HR Committee met with the Clerk to discuss her hours and the suggestion that she might do a few extra hours a week. Since arriving the Clerk has been getting all the Council's systems up to date but she has still work to do eg still needs to sort out contracts, allotments, complete various ongoing projects which she does not have the capacity to do within the current hours. The HR Committee recommended that the Council employs the clerk to work four more hours a week for the next 6 months and then reviews it. The Clerk would work from 09.30 to 14.30 on the three days she works and the other hour would be on going to meetings, attending the cemetery etc. An extra 4 hours a week on her current salary would cost the Council an additional £58.04 a week, £251 per month and £1509 for the 6 months. It was RESOLVED to accept the HR Committees Recommendations and this would commence from 1 st January 2016. 16. Pension provision for Staff The Clerk outlined the Council's responsibilities regarding Pension	

	provision for members of staff to meet the change in the law. After discussion it was RESOLVED that the Hiring Administrator and Cleaner be admitted into the Local Government Pension Scheme (LPGS) administered by BCC should the Employees wish to do so.	
344/15	Items to be included on next Agenda Cllr Mash commented that there was Fly Tipping on Winchbottom Lane. The Clerk advised Cllr Mash that he didn't have to wait until a Council meeting to bring this up this item. A discussion was then had regarding Any Other Business. The Clerk outlined the reasons why this does not appear on an Agenda.	
322/15	Dates of Future Meetings 12 th January, 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 9.35pm		

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:

APPENDIX 1

Date: 20/11/2015

Little Marlow Parish Council 2015/16

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Time: 12:02

Cash Book 1

User : ELM

Bank Current Account

For Month No : 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		7,419.02				7,419.02	
Banked on : 13/10/2015		731.00					
500144	Abbotsbrook Bridge Club	214.50			2180 201	214.50	Quarter hire-AB hall
500144	REDACTED	10.00			3180 301	10.00	Allot Rent
500144	REDACTED	45.00			3981 309	45.00	Pavilion Hire
500144	REDACTED	10.50			3180 301	10.50	Allot Rent
500144	Allot rent	23.00			3180 301	23.00	Allot Rent
500144	Bourne End Bridge Club	428.00			2180 201	428.00	Jul - Sept
Banked on : 13/10/2015		77.00					
500145	REDACTED	77.00			3981 309	77.00	Pav Hire
Banked on : 20/10/2015		920.89					
Dev Serv	Bucks County Council	920.89			5580 505	920.89	50% Dev Svs money
Banked on : 20/10/2015		637.00					
	HMRC Vat Return	637.00			105	637.00	VAT return 2nd Qtr
Banked on : 20/10/2015		5,000.00					
	Precept Account	5,000.00			201	5,000.00	Cash Transfer
Total Receipts for Month		7,365.89	0.00	0.00		7,365.89	
Cash Book Totals		14,784.91	0.00	0.00		14,784.91	

APPENDIX 1

Date: 20/11/2015

Little Marlow Parish Council 2015/16

Page No: 170

Time: 12:02

Cash Book 1

User : ELM

Bank Current Account

For Month No : 7

Payments for Month 7

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/10/2015	Techniclean	003799	52.91		8.82	3916 309	10.18	cleaning products - Pav
						2116 201	33.91	cleaning products - AB
06/10/2015	mh-p internet ltd	003800	18.00		3.00	1132 101	15.00	mh-p internet ltd
06/10/2015	Thames Water	366.84	366.84			2115 201	112.52	AB Water
						3112 301	254.32	Allot water
06/10/2015	SSE Energy	003802	561.61		93.60	5114 501	468.01	Street Light Electric
06/10/2015	Bucks County Council	003803	2,355.52			1140 101	2,355.52	Town Community Bus
06/10/2015	O2 (Telefonica)	003804	18.60		3.10	1121 101	15.50	Broadband
15/10/2015	Bucks County Council	SO`	252.77			1101 101	252.77	Pension - Clerk
16/10/2015	Gregg Taylor	003805	190.00			3572 305	85.00	Grave Digging
						5553 505	105.00	Grass Cut - Fire St Dev Serv
16/10/2015	Roger Wicks	003866	380.00			3536 305	380.00	Hedge cutting B Ground
16/10/2015	SSE Maintenance	003867	433.82		72.30	5136 501	361.52	Street Light repairs
16/10/2015	B Marsden	003868	106.48		17.75	2116 201	88.73	Purchase Hoover for AB Hall
16/10/2015	National Assoc of Local Council	003869	30.00		5.00	1124 101	25.00	Local Award Reg Fee
20/10/2015	Chubb Fire and Security	003870	299.25		49.88	2136 201	160.70	Fire Check AB
						3936 309	88.67	Fire Check Pav
20/10/2015	Edos Copying & Scanning	003871	1,167.36		194.56	1132 101	972.80	Autumn newsletter
20/10/2015	Emma Marsden	003872	67.75			1109 101	10.25	Petrol expenses
						1122 101	20.52	Postage
						1561 105	36.98	Wreaths
20/10/2015	Contract Natural Gas	DD	47.45		2.26	3915 309	45.19	Gas Pav
20/10/2015	Petty Cash Account	Cash Tfr	200.00			201	200.00	Top up Petty Cash
28/10/2015	Veolia Environmental Services	DD	241.27		40.21	3917 309	100.53	rubbish collection Pav
						2117 201	100.53	rubbish collection AB
28/10/2015	REDACTED	SO	68.03			2101 201	68.03	Wages Oct 2015
28/10/2015	Emma Marsden	SO	869.03			1101 101	869.03	Wages Oct 15
30/10/2015	Gregg Taylor	SO	610.47			3505 305	527.24	BG Grass
						2105 201	83.23	AB Grass

Total Payments for Month	8,337.16	0.00	490.48	7,846.68
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Balance Carried Fwd	6,447.75			
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Cash Book Totals	14,784.91	0.00	490.48	14,294.43
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