

LITTLE MARLOW PARISH COUNCIL

CONFIRMED

Minutes of the Council Meeting held on Tuesday 21st May 2024 at the Pavilion, Church Road,
Little Marlow, Bucks, SL7 3RS commencing at 8pm

Present: Cllr K Acres (KA) -Chairman, Cllr K Cook (KC), Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr P Emmett (PE) - Vice-Chairman, Cllr S Goss (SG), Cllr S Kershaw (SK), Cllr V Morton (VM), Cllr R Start (RS),		
Jennie Phenix Parish Clerk	Public present: Please refer to sign in sheet	
Minute Ref:	Agenda Item	Action
2605/24	1. To receive, and consider for approval, apologies for absence and reasons given Cllr D Johncock	
2606/24	2. Declarations of interest – pecuniary or prejudicial None	
2607/24	3. To approve the Minutes of the Parish Council Meeting of the 19th March 2024 The Council RESOLVED to accept the minutes of the Parish Council Meeting and the Chairman duly signed the minutes.	
2608/24	4. To take reports from the minutes from Parish Council Meeting on 19th March 2024 for NOTE None	
2609/24	5. Parish Clerk’s report: <ul style="list-style-type: none"> - Thanks for your welcome and support particularly KA & AC. Steep learning curve but settling in and enjoying challenge. Completed ILCA and part way through FILCA, the financial qualification. - Street light on Church Road been fixed and sent chasing email to SSE but not had response so will chase again. - Continuing to explore alternatives for VAS between expensive replacement and cost of getting repaired, SK has in hand - Had a couple of calls from residents regarding danger of overgrown grass restricting view on Winchbottom Lane. It was noted the grass has been cut today. - Fire Extinguishers at ABH and Pav have been serviced and some replaced. Invoices for £150 & £450. - Reminder that Wooburn and Bourne End Parish Council’s Annual Parish Meeting is tomorrow evening and Councillors have all been invited. 	Clerk SK
2610/24	6. Items to be taken in confidential None	
2611/24	7. Public participation Richard Sherwin the co-chair of Save Marlow’s Green Belt (SMGB) gave an update ahead of the Strategic Sites Committee Meeting Thursday 30 th May. He noted the Buckinghamshire Council (BC) planning officer had submitted a recommendation for refusal. SK would report back on expected	

	<p>speaking slots and format of the meeting. It was noted that the Committee has changed since the last meeting and that it will be live streamed.</p>	SK
2612/24	<p>8. Items for consideration and resolution:</p> <p>8.1 Planning-</p> <p>a. The Council received a report of the Planning Committee meeting on 13th May 2024</p> <p style="text-align: center;"><u>Little Marlow Parish Council</u></p> <p style="text-align: center;"><u>Planning May 2024 Council Meeting</u></p> <p>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 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.</p> <p>LMPC resolved to apply the following comment to TPO/CTREE applications – Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.</p> <p>Buckinghamshire Council's planning list can be found at:</p> <p>https://publicaccess.wycombe.gov.uk/idoxpa-web/search.do?action=weeklyList</p> <p style="text-align: center;">Buckinghamshire Council</p> <p style="text-align: center;">WEEKLY LIST OF PLANNING APPLICATIONS up to 10.05.2024</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Reduce the height by 2m and spread by up to 4m to reshape and balance as the tree is now more exposed due to the adjacent Horse Chestnut falling in recent winds. Works are essential to safeguard the longevity of this tree x 1 Yew (T2)</u></p> <p>Well End Farm Marlow Road Bourne End Buckinghamshire SL8 5PJ Ref. No: 24/O5959/CTREE Received: Wed 24 Apr 2024 Validated: Wed 24 Apr 2024 Status: Awaiting decision</p> </div> <p><u>LMPC Comment</u> – Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.</p> <div style="border: 1px solid black; height: 20px; margin: 10px 0;"></div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Reduce the height by 2 metres in case the trees falls and damages the property x 1 Birch</u></p> </div>	

Orchard Croft The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 24/05940/CTREE | Received: Tue 23 Apr 2024 | Validated: Tue 23 Apr 2024 | Status: Awaiting decision

LMPC Comment – Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.

Householder application for construction of single storey side and rear extension

Fern Chase Fern Lane Little Marlow Buckinghamshire SL7 3SF

Ref. No: 24/05938/FUL | Received: Mon 22 Apr 2024 | Validated: Mon 22 Apr 2024 | Status: Awaiting decision

LMPC Comment No Objections

Application for approval of details subject to Conditions 9 (LEMP) and 10 (Contamination) of planning ref: 23/07495/FUL

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

LMPC Comment No Objections

Householder application for construction of first floor side extension above existing kitchen area

Kimberley Marlow Road Bourne End Buckinghamshire SL8 5NL

Ref. No: 24/05844/FUL | Received: Wed 10 Apr 2024 | Validated: Wed 10 Apr 2024 | Status: Awaiting decision

LMPC Comment We object on grounds of over development on the site and will overlook neighbour. Note the neighbour is disabled so possibly not aware

Certificate of lawfulness for proposed construction of single storey rear extension following demolition of existing rear lean-to

Kimberley Marlow Road Bourne End Buckinghamshire SL8 5NL

Ref. No: 24/05841/CLP | Received: Tue 09 Apr 2024 | Validated: Tue 09 Apr 2024 | Status: Awaiting decision

LMPC Comment We object on grounds of over development on the site and will overlook neighbour. Note the neighbour is disabled so possibly not aware

Certificate of lawfulness for proposed construction of 1 x dormer window to side and 4 x rooflights to side in connection with conversion of existing loftspace to habitable accommodation

Kimberley Marlow Road Bourne End Buckinghamshire SL8 5NL

Ref. No: 24/05842/CLP | Received: Tue 09 Apr 2024 | Validated: Tue 09 Apr 2024 | Status: Awaiting decision

LMPC Comment We object on grounds of over development on the site and will overlook neighbour. Note the neighbour is disabled so possibly not aware

Construction of 1 x 3-bed detached dwelling and sub-division of plot following demolition of existing side extension to Kimberley

Kimberley Marlow Road Bourne End Buckinghamshire SL8 5NL

Ref. No: 24/05670/FUL | Received: Tue 19 Mar 2024 | Validated: Mon 08 Apr 2024 | Status: Awaiting decision

LMPC Comment We object on grounds of over development on the site and will overlook neighbour. Note the neighbour is disabled so possibly not aware

Householder application for demolition of existing garage and construction of two storey side extension, raising roof height and insertion of 2 x front and 2 x rear dormers and raising of floor level to facilitate creation of first floor living accommodation. Construction of front porch and fenestration alterations

Glenbrook The Drive Bourne End Buckinghamshire SL8 5RE

Ref. No: 24/O5688/FUL| Received: Tue Wed 20 Mar 2024| Validated: Thu 28 Mar 2024 | Status: Awaiting Decision

LMPC Comment To big for site but as no complaints no objections

Listed building consent for whitewash to wooden Douglas Fir ceiling beams in open plan living space

Dairy Cottage 2 Spade Oak Farm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS

Ref. No: 24/O5551/LBC | Received: Wed 06 Mar 2024 | Validated: Fri 22 Mar 2024 | Status: Awaiting decision

LMPC Comment no objection

Listed building consent for internal alterations, rooflights and amenity space to Coach House

Westhorpe House Westhorpe Park Little Marlow Buckinghamshire

Ref. No: 24/O5376/LBC | Received: Thu 15 Feb 2024 | Validated: Wed 20 Mar 2024 | Status: Awaiting decision

LMPC Comment no objection

Fell to near ground level x 2 Ash (T1 & T2) and x 1 Sycamore (T2)

Little Streams The Avenue Bourne End Buckinghamshire SL8 5QY

Ref. No: 24/O5629/CTREE | Received: Thu 14 Mar 2024 | Validated: Thu 14 Mar 2024 | Status: Unknown

LMPC Comment

– Little Marlow Parish Council has no objection provided the work carried out is under the supervision of the Buckinghamshire Tree Officer.

Certificate of lawfulness for proposed greenhouse on the existing patio

	<p>White Cottage The Avenue Bourne End Buckinghamshire SL8 5RD Ref. No: 24/O5636/CLP Received: Wed 13 Mar 2024 Validated: Wed 13 Mar 2024 Status: Awaiting decision</p> <p><u>LMPC Comment</u></p> <p>No objection</p> <p><u>Prior approval application (Part 14, Class J) for installation of 36kW PV system on south facing roof</u></p> <p>Emmett And Stone Country Sports Wilton Farm Marlow Road Little Marlow Buckinghamshire SL7 3RR Ref. No: 24/O5601/PNP14J Received: Tue 12 Mar 2024 Validated: Tue 12 Mar 2024 Status: Unknown</p> <p><u>LMPC Comment</u></p> <p>No objection</p> <p>b. The Council received an update on Marlow Film Studios Planning Application</p> <p>Update received from Richard Sherwin see 2611/24 above.</p> <p>It was noted that the Council continues to recommend for refusal.</p>	
2613/24	<p>8.2 Finance</p> <p>a. The Council received a report from Budget Committee meeting minutes of 7th May 2024, which reflected the report given at the APM on 10th May 2024.</p> <p>It was noted there was lower income on the burial ground due to fewer burials and increased income from hall rent. The Council reviewed the unaudited accounts and noted an issue with the fixed asset figure which needs to be amended. Moving forward it was noted that the Budget Committee would be referring the EPC checks to the Environment Committee and would be reintroducing spot checks on the accounts and book keeping system.</p> <p>b. The Council approved the Annual Governance and Accountability Return:</p> <ul style="list-style-type: none"> i. The Council considered the Internal Auditor report 2023/2024 ii. The Council approved Annual Governance Statement 2023/2024 iii. The Council approved the Annual Statement 2023/2024 iv. The Council approved the dates of the period for the Exercise of Public Rights. <p>It was noted the accounts would be displayed on the website and made available to the public from 3 June – 15 July 2024. KA to sign asap.</p> <ul style="list-style-type: none"> v. The Council approved the Assets Register 	<p>Clerk AC</p> <p>Clerk KA</p>

2614/24	<p>8.3. Environment-</p> <p>a. The Council considered a report from Environment Committee meeting minutes of 23rd April 2024</p> <p>The Council considered a proposal for the reconfiguration of Environment committee, to include amenities as well as the Environment. This would include ABH, Pav and Rec, Allotments, the Burial Ground, Bus Service, Waste and dog waste bins and would be overseen by one overall committee with the intention that they would be managed more effectively. It was noted that previously it all fell to clerk, but this resulted in lack of progress and improvement.</p> <p>b. The Council reviewed the Environment Committee Terms of Reference and change of name</p> <p>The council reviewed the proposed amendments to the Terms and Conditions and RESOLVED to accept them.</p> <p>The Council RESOLVED to accept the new structure and name of the Amenities and Environment Committee (A&E)</p>	
2615/24	<p>8.4. Abbotsbrook Hall-</p> <p>a. The Council received an update regarding regarding the carpark re-surfacing</p> <p>The Council reviewed three quotes that and been received and RESOLVED to go ahead with the work as soon as possible with the chosen supplier. It was noted that part of the work would be to dig a French drain so the surface water can run off as well as filling in the holes and improving the surface. The Clerk is to arrange work to go ahead asap.</p> <p>The Council noted it has just been made aware of an issue with the rats in the communal bin in ABH carpark and a nest in the mound of earth and residents request for a new bin and the removal of the earth.</p> <p>The Council RESOLVED report the bin to BC and request a new metal one and remove the mound of earth as part of the Car Park surface project. It was noted that the rats are attracted by food and it is not meant to be a food waste bin. It was RESOLVED to write to tenants and let them know the plans and suggest they don't put food in the bin if they don't want to attract rats.</p> <p>PE proposed to get a regular pest control contract in place for halls and the Council RESOLVED to get quotes to take to the next A&E meeting in June.</p> <p>b. The council received an update regarding WIFI costs for ABH</p> <p>The Clerk reported that a quote from Zen has been received to provide Wifi to ABH for £29 plus VAT per month and a one off installation fee of £80 plus VAT. AB pre-school are prepared to contribute up to the amount they are currently paying for a dongle which is £23 inclusive of VAT per month. The Council RESOLVED to go ahead with Wifi at ABH and Clerk will arrange as soon as possible.</p>	<p>Clerk</p> <p>KA Clerk</p> <p>Clerk</p> <p>Clerk</p>
2616/24	<p>8.5. The Pavilion and Recreation Ground-</p> <p>a. The Council received an update on the Cricket Shed Tender process</p> <p>It was reported that 6 initial tenders where sent out plus an additional 18 in response to the post on the portal. 6 intentions to tender were received and 3 actual sealed tenders received by the deadline on 20th May. The tenders were reviewed and it was noted they were very different.</p> <p>It was RESOLVED the shed Working Group would arranged to meet as soon as possible to review and make a recommendation with an intention to get the price down further.</p> <p>b. The Council noted the ARD Quarterly Play Area Inspection April 2024</p>	<p>PE/JD/ KC</p>

	<p>The Council reviewed and referred to A&E committee in June for action.</p> <p>c. The Council noted LM pre-school's request to plant a memorial tree.</p> <p>The Council had no objections and would wait to hear further from the pre-school.</p>	
2617/24	<p>8.6. Burial Ground-</p> <p>a. The Council reviewed the recommended amendments to Cemetery Regulations regarding scattering of ashes and internment.</p> <p>The Council RESOLVED to accept the amendments and the Clerk will update and put on website</p> <p>b. The Council noted the need to have fees established for a potential upcoming exhumation</p> <p>The Clerk reported speaking to other clerks to find what they charge, and it was suggested to charge similar to the internment fees and Sexton fees to cover costs and extra time for out of hours work. This would be approx. £600 for ashes. Keith Heybourn the grave digger has agreed to do an exhumation of ashes for £500 but will not do full body exhumations. The Council RESOLVED to accept this recommendation.</p> <p>c. To receive update on bee apiary</p> <p>JD updated that they have started to clear the rubbish and the previous Bee keeper has taken what he wants and left some behind. It was reported that the remaining bees have been rehoused in clean and safe hives. There are 3 live healthy hives, one of which is aggressive so should only be dealt with by those with Beekeeping experience.</p> <p>The need to get skip to remove the rubbish was noted and it was agreed to refer this to A&E committee for consideration.</p> <p>d. The Council noted the completion of chapel roof turret</p> <p>It was noted that there were still some tiles on the lower roof that need attention. The council RESOLVED to get quotes to look at this to take to the A&E in June</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2618/24	<p>8.7. Allotments-</p> <p>a. The Council received a report on allotment occupancy, mapping and issues with accumulating rubbish and water tank</p> <p>The Clerk reported that the allotments are now full. Tenants Steve and Pippa Gamester have agreed to take on the project of mapping the allotment and the Clerk will forward them the plan as a starting point. The Clerk has spoken with one tenant about the build up of his rubbish and complaints. A leak in the cock stop pipe has been identified and temporarily fixed. The plumber to confirm if a new tap is necessary once water build up has subsided. A new tap would require contacting TW to turn off water and likely to cost approx. £200.</p> <p>The Council noted the need to address the build up of rubbish and referred to A&E in June for further consideration. It was RESOLVED to write to allotment holders to inform them the Council would be enforcing the regulations re rubbish from now on and give tenants the opportunity to remove before the Council does and charges.</p> <p>b. The Council noted allotment agreement and the 12month notice period to raise rent</p>	<p>Clerk</p>

<p>2619/24</p>	<p>It was noted that mapping the allotments will enable the council to establish a more structured way of charging based on the size of plots and it was RESOLVED that notice of the price increase from Autumn 2025 can be given in the above letter about the rubbish.</p> <p>c. The Council considered the need for new fence for allotments due to issues with deer eating vegetables The Council referred this to A&E for consideration.</p> <p>8.8 General-</p> <p>a. To consider Tree Survey Works and whether new survey is required</p> <p>The Council referred this to the next A&E in June. It was noted it would be helpful to know what the recommendations are for how often a tree survey should be carried out. KA checked and Haddenham say high risk areas every two years and other every three. High risk areas will include such areas as adjacent to the public highway, major footpaths and other areas of high use such as the Council's play areas and Churchyard.</p> <p>b. To review the Project List & Action Plan</p> <p>It was noted the council often run out of time to discuss this at Full Council Meetings so it will be referred to the next A&E meeting and put at the top of the agenda.</p> <p>c. To receive an update on Neighbourhood Plan</p> <p>It was reported that other Parish and Town Councils who have created a Neighbourhood plan are now facing problems due to them not containing enough detail. The Council noted that it needs a better understanding of what is required and also to await the outcome of the Strategic Sites meeting.</p> <p>It was noted BC have been in touch by email about the Neighbourhood Plan to see if we need any help and the Clerk will respond to put any progress on hold for now.</p> <p>It was noted that AC & SK had a meeting with landowner Anthony Henry-Lyons who is proposing to build 10-12 houses and a road behind Queens Head. He would like a meeting with the full council and will contact the Clerk to arrange.</p> <p>d. To consider LMPC communication policy</p> <p>The Council RESOLVED to approve the Communication policy</p>	<p>Clerk</p> <p>Clerk</p>
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2620/24	<p>9. Items for information only:</p> <p>1. Reports from Meetings of Outside Bodies</p> <p>1.1 Marlow Society</p> <p>The Council received a report from VM regarding the Marlow Society and it was noted they had raised their objections to the MFS.</p> <p>1.2 Community Board action groups: Economic regeneration, Community Engagement, Transport and Highways, Environment and Climate Change</p> <p>It was noted there was nothing to report from these groups.</p> <p>2. Correspondence</p> <p>2.1 Letter sent to WBEPCC confirming LMPC £3000 contribution to Water Testing Project</p> <p>2.2 Whats App Message re speed limit in Little Marlow</p> <p>It was noted that a request from a village resident for 20 mph speed limit has been received. It was noted that this is unenforceable and BC would not approve it however it was suggested that a private ‘drive slowly sign – please consider’ might be effective. The Council discussed the cost being shared with contributions from local residents.</p> <p>It was decided to refer A&E for further discussions.</p> <p>2.3 Enquiry from Cllr D Watson re permissive paths</p> <p>It was noted that Cllr Watson queried whether LMPC has a map of permissive paths and it was noted it does not have one.</p> <p>SK to speak Frank regarding public rights of way PE will share what he has on his land</p> <p>2.4 ABH Bridge Car Park email</p> <p>It was noted that the Council has received an email from the Bridge club at Abbotsbrook Hall complaining about the potholes and lighting. It was RESOLVED to send an email confirming our decision to go ahead with the resurfacing and drainage.</p> <p>2.5 Abbotsbrook Rat Situation</p> <p>This was discussed and actions resolved in 2615/24 above</p> <p>2.6 It was agreed that the Clerk would take minutes twice a year for the Little Marlow Sewage Liaison Group hosted by BC.</p>	<p>JD</p> <p>SK PE</p> <p>Clerk</p>
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2621/24	<p>10. Items to be included in the next Agenda:</p> <p>Pest Control quotes for regular contract</p>	
2622/24	<p>11. Date of next Meeting 23 July 2024 at 8pm</p> <p>There being no further business to be transacted the meeting was closed at 9.58pm</p>	

Abbreviations:	
BC	Buckinghamshire Council
BEJSC	Bourne End Junior Sports Club
BMKALC	Bucks Milton Keynes Association of Local Councils
GDPR	General Data Protection Regulations
LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership
LMCC	Little Marlow Cricket Club
LMPC	Little Marlow Parish Council
LMRA	Little Marlow Residents' Association
LMRINC	Little Marlow Relief in Need Charity
PCSO	Police Community Support Officers
ROW	Rights of Way
SLCC	Society of Local Council Clerks
VAS	Vehicle Activated Sign

Signed:

Chairman

Date:

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

Chair initials.....