

**LITTLE MARLOW PARISH COUNCIL**

**Minutes** of the Council Meeting held on 9<sup>th</sup> April 2015 at  
The Pavilion, Little Marlow commencing at 8pm

CONFIRMED

<b>Present:</b> Cllr G Fitchew (GF) - Vice Chairman Cllr B Wallis (BW) Cllr V Brownridge (VB)		Cllr J Downes (JD) Cllr R Mash (RM) Cllr P Emmett (PE)
Mrs E Marsden Parish Clerk		3 Members of the public present
<b>The Attendance Sheet was duly signed</b>		
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
<b>196/15</b>	<b>1. Apologies for Absence</b> Apologies were received and accepted from Parish Councillor D Banfield, Cllr K Acres, Cllr R Taylor.	
<b>197/15</b>	<b>2. Declarations of interest – personal or prejudicial</b> Cllr Downes declared an interest in the planning report for applications 15/05719/TPO, 15/05724/CTREE. Cllr Emmett declared an interest in application 15/05562/FUL.	
<b>198/15</b>	<b>3. To approve Minutes of previous meeting.</b> With one minor amendment to minute ref: 189/15. The Council <b>RESOLVED</b> to accept the minutes of previous meeting held on the 26 <sup>th</sup> February 2015.	
<b>199/15</b>	<b>4. To take Reports from those minutes (181/15)</b> The Clerk confirmed that a quotation had been received from Mr Tremlin for the fertilizing of the recreation ground. Due to previous problems in obtaining quotations the Council <b>RESOLVED</b> to accept the quotation.  Cllr Wallis asked for an update on Community Bus cost allocation. The Clerk will chase up this information with BCC.  Cllr Wallis also confirmed that it hadn't been established which LAF to approach in regards to the green path up Burroughs Grove.  Cllr Downes gave information regarding the management of his own trees and how it had been very useful to consult with the WDC Tree Officer in regards to the level of work needed.  Cllr Emmett acknowledged that the defibrillators boxed hadn't been put up yet as time had been tight.	Clerk          Clerk
<b>200/15</b>	<b>5. Finance</b> .a) To receive and approve Income and Expenditure for <b>February 2015</b> <b>Total Receipts</b> <span style="float: right;"><b>Total Payments</b></span>	

	<p>£12,782.50                      £2,128.59 (this included £6,500 from reserves acct)</p> <p><b>March 2015</b> Total receipts                      Total Payments £3,139.60                              £14,438.79</p> <p>Accounts – 31<sup>st</sup> March 2015 Current:     £3,968.64 Precept:     £5,000.86 Petty Cash: £172.75 Reserves:    £39,426.82</p> <p><b>b) Confirmation of Pension provision for staff.</b> After some discussion, it was <b>RESOLVED</b> that all staff should receive a pension to comply with Government Legislation. It was <b>AGREED</b> for the Clerk to look at different schemes.</p>	Clerk																								
201/15	<p><b>6. Planning</b></p> <p>The Planning Chairman presented the following report</p> <p style="text-align: center;"><b>Applications Received</b></p> <table border="1" data-bbox="391 936 1161 2022"> <thead> <tr> <th data-bbox="391 936 608 987">App. No.</th> <th data-bbox="608 936 735 987">Location</th> <th data-bbox="735 936 948 987">Description</th> <th data-bbox="948 936 1161 987">LMPC Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 987 608 1312"><u>15/05664/FUL</u></td> <td data-bbox="608 987 735 1312">Westward The Close Bourne End</td> <td data-bbox="735 987 948 1312">Householder application for construction of part two storey, part single storey front and side extensions incorporating rooms in roof space.</td> <td data-bbox="948 987 1161 1312">Site Visit</td> </tr> <tr> <td data-bbox="391 1312 608 1518"><u>15/05562/FUL</u></td> <td data-bbox="608 1312 735 1518">Wilton Farm House Marlow Road Little Marlow</td> <td data-bbox="735 1312 948 1518">Householder application for retention of 2.1m high front boundary fence</td> <td data-bbox="948 1312 1161 1518">No Objection</td> </tr> <tr> <td data-bbox="391 1518 608 1749"><u>15/05689/FUL</u></td> <td data-bbox="608 1518 735 1749">Bourne End Pumping Station Wendover Road Bourne End</td> <td data-bbox="735 1518 948 1749">Installation of a security cage</td> <td data-bbox="948 1518 1161 1749">No Objection</td> </tr> <tr> <td data-bbox="391 1749 608 1906"><u>15/05711/CTREE</u></td> <td data-bbox="608 1749 735 1906">Waters Edge The Avenue Bourne End</td> <td data-bbox="735 1749 948 1906">Fell two conifers</td> <td data-bbox="948 1749 1161 1906">No Objection provided work is undertaken under guidance of the WDC Officer</td> </tr> <tr> <td data-bbox="391 1906 608 2022"><u>15/05709/CTREE</u></td> <td data-bbox="608 1906 735 2022">Priors Lea The Drive Bourne End</td> <td data-bbox="735 1906 948 2022">Reduce overall crown of T1 Hornbeam by 1.5 - 2 metres;</td> <td data-bbox="948 1906 1161 2022">No Objection</td> </tr> </tbody> </table>	App. No.	Location	Description	LMPC Response	<u>15/05664/FUL</u>	Westward The Close Bourne End	Householder application for construction of part two storey, part single storey front and side extensions incorporating rooms in roof space.	Site Visit	<u>15/05562/FUL</u>	Wilton Farm House Marlow Road Little Marlow	Householder application for retention of 2.1m high front boundary fence	No Objection	<u>15/05689/FUL</u>	Bourne End Pumping Station Wendover Road Bourne End	Installation of a security cage	No Objection	<u>15/05711/CTREE</u>	Waters Edge The Avenue Bourne End	Fell two conifers	No Objection provided work is undertaken under guidance of the WDC Officer	<u>15/05709/CTREE</u>	Priors Lea The Drive Bourne End	Reduce overall crown of T1 Hornbeam by 1.5 - 2 metres;	No Objection	
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			reduce overall crown of T2 Hornbeam by 1.5 - 2 metres; reduce overall crown of T3 Norway Maple by 2.5 metres	provided work is undertaken under guidance of the WDC Officer	
	<u>15/05719/TPO</u>	The Manor House Church Road Little Marlow	Lift canopy of T1 Lime to 4 metres and remove sections of major deadwood greater than 40mm in diameter; remove from T2 Lime sections of major deadwood greater than 40mm in diameter, raise canopy to 4 metres and thin mistletoe by 30%; T3 Lime on driveway, to remove all major deadwood greater than 40mm in diameter	No Objection provided work is undertaken under guidance of the WDC Officer	
	<u>15/05724/CTREE</u>	The Manor House Church Road Little Marlow	Dismantle limb of T4 Oak over water with significant beam crack	No Objection provided work is undertaken under guidance of the WDC Officer	
	<u>15/05829/TPO</u>	1 Manor Cottages Church Road Little Marlow	Reduce & reshape Willow T1 by approximately 1.5 - 2 metres (15%)	No Objection provided work is undertaken under guidance of the WDC Officer	
<p>** Note that Cllr Downes did not participate in decision of 15/5719/TPO and 15/05724/CTREE.</p> <p>** Note that Cllr Emmett did not participate in the decision of 15/05662/FUL</p> <p>It was <b>AGREED</b> to undertake a site visit for 15/0664/FUL Westward and 15/05730/FUL Land behind Coldmoorholme Cottage. Site visit to be undertaken by Cllr PE, JD and RM</p> <p><b>Application from Bucks County Council reference: 15/05686/CONCC (WDC Reference) - Application CC/24/15 (BCC Reference) Consultation Little Marlow School.</b></p> <p>Cllr Downes as Chairman of the Resident Association visited the school and had spoken with the head teacher. It was felt that the increase of traffic surrounding the school has not be sufficiently</p>					PE, JD, RM

taken into consideration when expanding the School. After discussion, the Council **RESOLVED** the following comment:

The Parish Council objects to the planning proposal as there has been no consideration regarding the increased traffic this expansion would cause. There is already an unacceptable level of cars parked and any additional vehicles would be a road safety issue. The Council would like to have dialogue with the school and BCC to explore ways where this can be improved.

**Decisions Received**

App No	Location	LMPC response	WDC Permitted / Refused
15/05116/CTR	Priory Ford Lodge The Avenue Bourne End	No Objection provided the work is carried out under the WDC Tree Officer	Not to make a TPO
15/05057/FUL	Rowan Water 1 Spade Oak Meadow	No Objection	Permitted
15/05031/AD	Wyevale Garden Centre Pump Lane South Little Marlow	No Objection	<b>Permitted</b>
15/05166/FUL	Lady Mead Cottage Coldmoorholme Lane	No Objection	Permitted
15/05167/LBC	Lady Mead Cottage Coldmoorholme Lane	No Objection	Permitted

181/15

**7. Sub-Committee Reports**

**a) Burial Ground**

**(i) Consideration of new Burial Ground Regulations**

Cllr Brownridge gave the report.

Following her attendance at the Cemetery Compliance Course The Clerk proposed amendments to the Burial Ground Regulations, Memorial Application form and Interment form to bring them in line with legal requirements. She also drafted a Procedure for Handling Burials. The Burial Ground Sub-committee is happy with the revised documents subject to a few amendments which have now been incorporated and would like to recommend them to the Council.

The Council **RESOLVED** the new Regulations, Interment Form, Paperwork procedure and memorial regulations.

**(ii) Consideration of alternative tree work quotation for**

Clerk to publish on website

	<p><b>management of Lime Trees</b>  Following the Cemetery working party, it was noted that the Lime Trees which border the entrance needed crown reduction as well as dead wooding.  The Council <b>RESOLVED</b> to go ahead with the crown reduction.  <b>(iii) Review of working party – 7<sup>th</sup> March.</b>  Cllr Brownridge gave the following report.  There was a really good turn-out of volunteers, including a few who had not helped out before. Thank you to all those who came along. The Cemetery was looking most impressive by the time we finished. It helped that there was a working party in November. We should try to have two working parties again next winter.</p> <p><b>b) The Pavilion &amp; Rec Grd.</b>  <b>(i) Consideration of new procedure for Key allocation</b>  Cllr Emmett gave details on the new procedure. Hirers will need a key pass and have to sign for the key before it is given. The Council <b>RESOLVED</b> the new procedure.  <b>(ii) Consideration of new Hire Agreement.</b>  The Council <b>RESOLVED</b> new agreement.  <b>(iii) Consideration of quote for repair of toilet.</b>  The Council <b>RESOLVED</b> to accept the quotation.  <b>(iv) Confirmation of new fees for Hire of the Pavilion for 2015/16 year.</b>  This hadn't been finalised and will be brought to Council in May.  <b>(v) Consideration of LMCC using the Pavilion and Rec Grd for a summer camp.</b>  The Council <b>RESOLVED</b> to give permission and charge at the parishioner hourly rate.  <b>(vi) Fencing at the boundary.</b>  After discussion it was <b>RESOLVED</b> to replace the damaged fence by the playground but not to replace the rabbit fencing by the hedge.</p> <p><b>c) Abbotsbrook Hall</b>  <b>(i) Consideration of cleaning measures for hirers and cleaning schedule</b>  The Council <b>AGREED</b> on the new schedule and Cllr Fitchew and the Clerk to meet with Caretaker to discuss further.  <b>(ii) Confirmation of new fees for hire of Abbotsbrook Hall for 2015/16 Financial year.</b>  This hadn't been finalised and will be brought to Council in May for the 2015/16 Financial year.</p>	<p>Clerk</p> <p>Clerk to publish on website</p> <p>PE, KA, GF</p> <p>GF, Clerk</p> <p>GF, PE, KA</p>
202/15	<p><b>8. Website – consideration of additional cost to incorporate Local Council Award Scheme logo and improvements to the site.</b>  The Council <b>RESOLVED</b> to accept Mh-p internet ltd proposal.</p>	
203/15	<p><b>9. Insurance – Consideration of quotations for renewal on 15<sup>th</sup> June 2015.</b>  The Council gave consideration to the quotations provided and <b>RESOLVED</b> to continue with Zurich Insurance for one year commencing the 15<sup>th</sup> June.</p>	Clerk

<p>204/15</p>	<p><b>10. Devolved Services</b></p> <p><b>a) Update on Agreement and provision of services</b></p> <p><b>Cllr Brownridge gave the following report:</b></p> <p>Cllr Brownridge attended a meeting on 9 April between Tranche 1 Parish Councils and Bucks CC (BCC) to discuss the latest version of the Devolution Agreement. The meeting was chaired by Neil Gibson, Managing Director of the Transport, Economy and Environment Business Unit. They discussed with him some of the issues which were still of concern to parishes and received agreement that BCC would look again at some of these.</p> <ul style="list-style-type: none"> <li>- This was followed by a 90 minute meeting with a lawyer from Harrow and Barnet Law, the equivalent of Bucks Law Plus. Bucks Law Plus had peer reviewed the Agreement so BCC realised that they were not in a position to give Parish Councils independent advice on the Agreement.</li> <li>- Parish Councils sought his advice on a number of issues including the advice they had received from NALC about whether or not Parish Councils would be acting as agents of BCC which seemed to be at odds with the position taken by the BCC Legal Team. The lawyer said that NALC was right to flag the issue up but he could also understand where BCC was coming from so he will redraft the clause to cover both sides' concerns.</li> <li>- The key point he made was that the Agreement needs to make clear that there is a delegation of function from BCC to the Parish Councils. He agreed to draft a suitable clause and also to come up with revised wording for a number of other clauses.</li> <li>- Overall he thought that the Agreement was a relatively light touch contract and provided that it was amended to include a clause saying explicitly that BCC warrants that there is a delegation of function and to incorporate the other amendments he suggested, then the Agreement was fine.</li> <li>- The next steps therefore are for the lawyer to draft the amendments he has proposed and for the Parish Councils to put these to BCC. Assuming the Legal team can live with these, BCC will produce a third version of the Agreement which will also include the other changes BCC agreed at the meeting. Parish Councils including LMPC should then be in a position to sign.</li> <li>- In the meantime, if they have not already done so, Parish Councils need to confirm to BCC that it is their intention to sign the Agreement once they are happy with it. They can either start doing the work themselves now or ask TfB to continue to do the work until they have signed, but BCC will deduct money from them to pay for the work TfB does. Parish Councils need to let BCC know which option they are going for so they can stand down TfB.</li> <li>- There is an issue about funding the legal advice. BCC offered to pay for 3 hours, but the lawyer will need more time than this</li> </ul>	
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	<p>as he had to spend 2 hours travelling to and from the meeting. Parish Councils plan to ask BCC to pay for the travel time and an additional 2 hours working time. If BCC do not agree to this, it is hoped that Parish Councils will all be prepared to make a contribution to the costs. Split between them it shouldn't be that much (possibly £20 -£40).</p> <p>The Council <b>RESOLVED</b> to allow expenditure to £40 to pay to cover additional legal costs as outlined by Cllr Brownridge</p> <p>A note of thanks was given to Cllr Brownridge for all her hard work in regards to Devolved Services.</p>	
205/15	<p><b>11. Memorial for Post Office Master in Bourne End.</b> The Council acknowledged that the Post Master was well known by part of the electorate, however it was <b>AGREED</b> that a decision couldn't be make without a more formal proposal submitted.</p>	KA
206/15	<p><b>12. River Thames Alliance</b> After discussion it was <b>RESOLVED</b> to continue membership for the coming year.</p>	Clerk
207/15	<p><b>13. Personnel – Contracts of employment for Abbotsbrook Hall and The Pavilion</b></p> <p>The Council <b>RESOLVED</b> to place this Agenda Item under Confidential Items. 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.</p>	
208/15	<p><b>14. Reports from Meetings</b></p> <p><b>WDALC Legal Training Course, 16 March</b> The Clerk and Cllr Brownridge attended this training which was led by Roger Taylor from Hedleys Solicitors. Both found it very helpful. Mr Taylor covered wide range of issues including conflict of interest and pre-determination, websites, filming and recording PC meetings, CCTV cameras, FOI requests and vexatious correspondence.</p> <p><b>WDALC Meeting, 26 March</b> Andy Cobden, Wooburn and Bourne End PC, volunteered to take on the role of Vice Chairman. WDALC will be running the following Training Courses: Tuesday 7 July: Being a Parish Councillor – primarily for new Councillors but experienced Councillors also welcome Thursday 3 September: Setting the Budget – designed to guide Councillors and Clerks with preparation of the budget Thursday 12 November: Interacting with newspaper journalists and the media – for Councillors and clerks 2 February 2016: Audit and Financial control and procedures designed to ensure Parish councils follow the correct audit process, financial controls and procedures.</p> <p><b>Abbey Barn South and North Reserve Sites Liaison Group meeting, 19 March – Cllr ~Brownridge attended</b></p>	Clerk

	<p>The consultants (AR Urbanism) presented feedback on the public workshop. Report is now on the Wycombe Reserve Sites website (wycombe-reserve-sites.org). The findings will form the basis of the work to produce the Development Brief. No decision has been taken yet on who will produce the first draft of the development brief. It could be the developers or the WDC team. It is likely that the Development Brief for the Abbey Barn South site will be done more quickly than for the Abbey Barn North site as there is an experienced developer who has an option on the site (Berkeleys) and one landowner. Two members of each of the Reserve Sites Liaison Groups will attend the Infrastructure Group. Liz Johncock and Stewart Armstrong will represent the Abbey Barn North and South Groups. The Infrastructure Group will be a key group.</p> <p><b>WDC Clerks Meeting – 19<sup>th</sup> March</b>  This meeting was primarily about the Election and how it was going to take place. There was a lot of emphasis on candidates getting their nominations in early. There will be the Women’s UK Bike Tour leaving Marlow Town Centre on the 19<sup>th</sup> June. This is a prestigious event and WDC are very pleased to be hosting the final stage.</p> <p><b>Little Marlow Athletics Track Opening</b>  Cllr Downes attended this event. There were a lot of people present and the facility looks very impressive. There has been some ongoing problems with the lights and the paths and cycle ways have yet to be started.</p> <p>These reports were <b>NOTED</b>.</p>	
<p><b>209/15</b></p>	<p><b>15. Risk Assessments – Confirmation of annual assessment being completed.</b>  Cllr Brownridge met with the Clerk and reviewed the Risk Assessments. It is proposed to incorporate separate risk assessments for the Pavilion and Abbotsbrook Hall. There are other areas where action needs to be taken to mitigate the risks identified by the review. It was noted that a new fire safe was needed to house documents. Cllr Downes and Cllr Emmett volunteered some room in their personal safes. The Council <b>RESOLVED</b> to accept the risk assessments.</p>	<p>Clerk / VB</p>
<p><b>210/15</b></p>	<p><b>16. Correspondence to the Council.</b>  a) BCC – Letter regarding Little Marlow School  It was <b>AGREED</b> that this has been considered under Agenda Item 6 – Planning Report.  b) ICCM – consideration of renewal of membership.  The Council <b>RESOLVED</b> to renew.  c) Armed Services Covenant certificate has been given to Little Marlow Parish Council to recognise their support.</p>	<p>Clerk</p>
<p><b>211/15</b></p>	<p><b>17. Public Participation</b>  Cllr Fitchew wished to note his thanks and that of LMPC to Cllrs Banfield, Wallis and Taylor for their service to the Parish Council.</p>	



	District Councillor Savage and District and County Councillor Watson also gave thanks to the retiring Cllrs and thanked them for their service on many different committees. Cllr Watson mentioned that as LMPC is concerned about the parking at Little Marlow School then perhaps this could be considered at with the Local Area Forum, should funding be needed	
<b>212/15</b>	<b>18. Confidential Items</b> The Council <b>RESOLVED</b> to accept the new Employment Contract. It was <b>AGREED</b> that GF and the Clerk would implement the new contracts.	Clerk / GF
<b>213/15</b>	<b>19. Dates of Future Meetings</b> 14 <sup>th</sup> May Annual Council Meeting, 14 <sup>th</sup> May Council Meeting, Annual Parish Meeting 22 <sup>nd</sup> May	
There being no further business to be transacted the meeting was closed at 9.57pm		

**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

Signed: .....  
Chairman

Date: .....