

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on 26th February 2015 at
The Pavilion, Little Marlow commencing at 8pm

CONFIRMED

Present: Cllr D Banfield (DB) - Chairman Cllr G Fitchew (GF) - Vice Chairman Cllr B Wallis (BW) Cllr V Brownridge (VB)		Cllr J Downes (JD) Cllr R Taylor (RT) Cllr P Emmett (PE)				
Mrs E Marsden Parish Clerk		3 Members of the public present				
The Attendance Sheet was duly signed						
Minute Ref:	Agenda Item	Action				
173/15	1. Apologies for Absence Apologies were received and accepted from Parish Councillor R Mash from District Councillors J Savage and D Johncock and County Councillor D Watson					
174/15	2. Declarations of interest – personal or prejudicial Cllr Brownridge and Cllr Downes declared an interest in Agenda Item 13 as they both were on the Country Park Partnership in different roles. Cllr Downes also declared an interest in planning application 15/05328/LBC Apple Tree Lodge as he owns the property.					
175/15	3. To approve Minutes of previous meeting. With one minor amendment to minute ref: 171/15. The Council RESOLVED to accept the minutes of previous meeting with a few minor amendments, held on the 15 th January 2015.					
176/15	4. To take Reports from those minutes for NOTE. (151/15) Cllr Banfield thanked Cllr Emmett for chairing the meeting on 15 th January. (143/14) Cllr Banfield enquired regarding the 2 nd quotation for the War Memorial. Cllr Downes will chase the contractor. (168/15) Confirm volunteers to look at Energy savings at Abbotsbrook Hall. Cllr Fitchew volunteered assisted by Cllr Downes. (165/15) The Clerk confirmed Little Marlow Parish Council has been awarded the Local Council Award Scheme at Foundation Level. This will expire in January 2016 so we have a year to attain the next level.	JD GF & JD				
177/15	5. Finance .a) To receive and approve Income and Expenditure for January 2015 <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Total Receipts</td> <td style="width: 50%;">Total Payments</td> </tr> <tr> <td>£3,500.75</td> <td>£6,619.40</td> </tr> </table> Cllr Wallis asked for the formula for calculating the cost of the Community bus to be confirmed by BCC to ensure that it is still correct for LMPC.	Total Receipts	Total Payments	£3,500.75	£6,619.40	Clerk
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	<p>After some clarification the Income and Expenditure report was RESOLVED by the Council.</p> <p>b) To approve usage of Reserve Account for payment of tree work. It was RESOLVED to pay for the work out of the Reserves Account and should there be sufficient funds left at the end of the financial year, this money would be transferred back into the Reserves Account.</p> <p>c) Approve New Financial Regulations With a couple of amendments it was RESOLVED to accept the new Financial Regulations.</p>	<p>Clerk / PE</p> <p>Clerk to publish on website</p>																														
178/15	<p>6. Standing Orders – approve new Standing Orders With a couple of amendments it was RESOLVED to accept the new Standing Orders.</p>	Clerk to publish on website																														
179/15	<p>7. Grant and Loans Policy – Consideration of Grant and Loans Policy as required by Local Council Award Scheme. It was RESOLVED to accept the new Grants and Loans Policy</p>	Clerk to publish on website.																														
180/15	<p>6. Planning</p> <p>The Planning Chairman presented the following report</p> <p style="text-align: center;">Applications Received</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">App. No.</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td><u>15/05031/ADV</u></td> <td>Wyevale Garden Centre Pump Lane South Little Marlow</td> <td>Display 3 x non-illuminated freestanding signs (retrospective)</td> </tr> <tr> <td>LMPC Response</td> <td colspan="2">No Objection</td> </tr> <tr> <td><u>15/05057/FUL</u></td> <td>Rowan Water 1 Spade Oak Meadow Bourne End</td> <td>Demolition of existing dwelling and erection of 1 x 4 bed detached dwelling with integral garage</td> </tr> <tr> <td>LMPC Response</td> <td colspan="2">No Objection</td> </tr> <tr> <td><u>15/05116/CTREE</u></td> <td>Priory Ford Lodge The Avenue Bourne End</td> <td>Fell flood damaged Yew tree between garage and outbuilding</td> </tr> <tr> <td>LMPC Response</td> <td colspan="2">No Objection provided the work is carried out under the guidance of the WDC Tree Officer</td> </tr> <tr> <td><u>15/05166/FUL</u></td> <td>Lady Mead Cottage Coldmoorholme Lane Bourne End</td> <td>Householder application for removal of existing conservatory & erection of single storey flat roofed infill extension with replacement of roof to each flat roofed rear ground floor element</td> </tr> <tr> <td>LMPC Response</td> <td colspan="2">No Objection</td> </tr> <tr> <td><u>15/05167/LBC</u></td> <td>Lady Mead</td> <td>Listed Building application for</td> </tr> </tbody> </table>	App. No.	Location	Description	<u>15/05031/ADV</u>	Wyevale Garden Centre Pump Lane South Little Marlow	Display 3 x non-illuminated freestanding signs (retrospective)	LMPC Response	No Objection		<u>15/05057/FUL</u>	Rowan Water 1 Spade Oak Meadow Bourne End	Demolition of existing dwelling and erection of 1 x 4 bed detached dwelling with integral garage	LMPC Response	No Objection		<u>15/05116/CTREE</u>	Priory Ford Lodge The Avenue Bourne End	Fell flood damaged Yew tree between garage and outbuilding	LMPC Response	No Objection provided the work is carried out under the guidance of the WDC Tree Officer		<u>15/05166/FUL</u>	Lady Mead Cottage Coldmoorholme Lane Bourne End	Householder application for removal of existing conservatory & erection of single storey flat roofed infill extension with replacement of roof to each flat roofed rear ground floor element	LMPC Response	No Objection		<u>15/05167/LBC</u>	Lady Mead	Listed Building application for	
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LMPC Response	No Objection		
15//05443/FUL	7 Abbey Road Bourne End	Householder application for construction of first floor side extension	
<p>It was AGREED that Cllr Fitchew and Cllr Wallis would undertake a site visit for application 15/05443/FUL and report to the Clerk.</p>			
15/05320/CTREE	The Old Vicarage Church Road Little Marlow	Fell T1 Yew closest to rear of house and T2 Conifer at rear of house close to an outbuilding	
<p>No Objection provided the work carried out is under the guidance of the WDC Tree Officer.</p>			
15/05328/LBC	**Apple Tree Lodge Church Road Little Marlow	Listed building application for construction of single storey rear extension to provide enclosed swimming pool and gym	
<p>No Objection provided the work carried out conforms to Listed Building Regulations.</p>			
<p>** Note that Cllr Downes did not participate in decision of this planning application.</p>			
<p>Decisions Received</p>			
App No	Location	LMPC response	WDC Permitted / Refused
14/07472/CLP	The Cottage, Marlow Road, Bourne End	Parish Council are not always consulted on CLP	Granted CLP
14/07950/CTR	The Old Forge, Church Road, Little Marlow	N/O provided work undertaken under the guidance of WDC Tree Officer	Not to make a TPO
14/07687/FUL	The Friary, Marlow Road, Bourne End	N/O	Permitted
14/07688/LBC	The Friary, Marlow Road, Bourne End	N/O	Permitted
App No	Location	LMPC response	WDC Permitted / Refused

	14/07984/CTR	Brooksedge House, The Drive, Bourne End	N/O provided work undertaken under the guidance of WDC Tree Officer	Not to make a TPO	
	14/07706/FUL	Nisszen Huts Wood Barn Farm Pump Lane North Little Marlow	The Parish Council has no objection to this application, provided the previous permission for clearance of the site is adhered to.	Permitted	
	14/07978/FUL	Little Marlow Cemetery, Fern Lane, Little Marlow	**unable to comment as submitted application**	Permitted	
	14/08343/MIN	New Farm House, Sheepridge Lane, Little Marlow	Parish council not consulted on minor amendments	Refused.	
	14/07730/CLP	Mile Away, Pump Lane North, Little Marlow	Certificate of Lawfulness for proposed demolition of an existing detached shed and the erection of a single storey rear extension incorporating two roof lights parking granted under 14/06314/FUL	Permitted	
	15/05221/MIN	Garden Cottage, School Lane, Little Marlow	Proposed non-material amendment to permission for Demolition of an existing timber bungalow and erection of a replacement 3 bed dwelling with associated	Permitted	
181/15	7. Sub-Committee Reports a) Burial Ground i) Review of Burial Ground Fees for 2015/16 financial year It was RESOLVED to increase the fees by 5% and 'round up' to nearest pound ii) Consideration of tree works the Clerk provided five quotations and after careful consideration it was RESOLVED that the decision be delegated to Cllr				Clerk

	<p>Emmett and the Clerk to decide between Contractor B or D iii) Update</p> <p>Cllr Brownridge gave the following report and it was NOTED.</p> <ul style="list-style-type: none"> - Burial ground sub-committee met on 17 February. - Planning permission has been granted for the new cemetery entrance on Sheepridge Lane. Mrs Marsden is arranging a meeting with Steve Underwood to discuss how much of the hedging needs to be removed to create the necessary sight-line. She will also apply for the licences we need from Bucks CC and seek quotes from 3 of the approved contractors to do work on the bell-mouth. - We haven't yet made much progress with the survey of the old part of the cemetery. Cllr Downes will look into getting some aerial photographs done and Mrs Marsden will try to find out if there is a common system for recording burials. We are considering the possibility of creating a Book of Remembrance. - We discussed the siting of the area for burial of babies and non viable foetuses and agreed that we should have a row running alongside the hedge of the new ashes area, leaving a gap between the row and the hedge. We decided against a fence for the time being. - Following Mrs Marsden's attendance at the Cemetery Compliance Course, the sub-committee will be looking into the various changes Mrs Marsden has suggested we need to make to our regulations and paperwork and will present recommendations at next PC meeting. - Working party will be on 7 March as this date seems to suit the most people. <p>b) The Pavilion & Rec Grd.</p> <p>i) Consideration of keyholders list. It was AGREED that the list was out of date and to update the lists asap. It was also AGREED to set up a system when hiring the hall so that the 'hirers' can identify themselves to the Farm shop when collecting the key.</p> <p>ii) Consideration of Fees for Pavilion for 2015/16 Financial year. It was RESOLVED for Cllr Acres, Fitchew and Emmett to review the fees of the Pavilion and Abbotsbrook Hall – Agenda Item 9c (ii). This would need to be completed in time for the new financial year.</p> <p>iii) Pollarding of Limes Trees. It was NOTED that there had been concern from two parishioners. The Clerk confirmed that information had been gathered and it was AGREED that this will be sent to the parishioner.</p>	<p>Clerk</p> <p>Clerk / PE</p> <p>KA, GF, PE</p> <p>Clerk</p>
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	<p>iv) Consideration of playground Repairs quotations The playground needs a lot of maintenance and only has one certified inspection a year. It was RESOLVED to undertake quarterly inspections from ARD Playgrounds. The Clerk provided three quotations and it was RESOLVED to accept part of Playground Facilities quotation for repairs required. Further improvements were identified but budgetary constraints were an issue. It was suggested that Cllr Emmett will investigate holding a fund raiser and Cllr Brownridge reminded the Council that they could make a request to the Fete Committee for funding.</p> <p>v) Fertilizing of recreation ground. Unfortunately this hadn't been done due to the contractor being unavailable. It was AGREED to obtain new quotations with a view to getting the work undertaken.</p> <p>9c) Abbotsbrook Hall</p> <p>(i) Approval of residents using the car park from 8pm – 8am in cases of extreme flooding. After discussion the Council RESOLVED not to formally provide permission but would look at this on an ad hoc basis though permission would not be unreasonably withheld in times of flooding.</p> <p>(ii) Consideration of fees for hire of Abbotsbrook Hall for 2015/16 financial year. This was RESOLVED at Agenda Item 9b (ii)</p> <p>(iii) Consideration of areas of concern raised by Abbotsbrook Pre-School The Clerk read a letter from WDC Environment Officer concerning areas of improvement in the general cleanliness of the hall. After lots of discussion it was RESOLVED that Cllr Emmett and Cllr Fitchew would meet to discuss the issues and formulate a way forward. It was AGREED that a general review of the cleaning of the hall was needed and the Clerk would write to regular users about the need to leave the hall clean.</p>	<p>Clerk /PE/VB</p> <p>Clerk/LMCC</p> <p>KA/GF/PE</p> <p>PE/GF</p> <p>Clerk</p>
182/15	<p>10. Defibrulators Boxes It was RESOLVED that Cllr Emmett would put up the box at the Pavilion outside the front door but didn't need to connect the electricity. Cllr Fitchew will liaise with Cllr Emmett regarding locating the defibrulators box inside at Abbotsbrook Hall.</p>	PE/GF
183/15	<p>11. Sheepridge Lane – update on road safety concerns The Clerk gave details that she would be meeting Tfb on 27th February to look at the location for the VAS. Cllr Emmett informed the Council that the LAT had been to look and it was felt a VAS was possible but would be situated on the right hand side as you approach the bend at Pigeon Farm.</p> <p>This report was NOTED.</p>	
184/15	<p>12. Elections 2015</p>	

	<p>a) Confirmation that Abbotsbrook Hall and the Pavilion are required. The Clerk has spoken to Rob Curtis at WDC and has invoiced them for the use of the halls.</p> <p>b) Confirmation of timescales The Clerk confirmed that the documentation had been sent to all Councillors. This was NOTED.</p>	
185/15	<p>13. Stragglers Running Club. Consideration of allowing the club to use car park for Green Belt Relay Race 16th May 2015 finishing at 13.00. It was RESOLVED to give consent.</p>	Clerk
186/15	<p>14. Audit – Confirmation of internal auditor and RBS undertaking year end accounts. It was RESOLVED to use Mr D Timms as the Auditor and have RBS to assist in end of year accounts.</p>	
187/15	<p>15. Newsletter Spring 2015 a) Consideration of publication date, distribution and articles. Due to the elections, it was felt that a newsletter should be sent out as soon as possible. It was AGREED the deadline for contributions would be Friday 6th March. Cllr Banfield. Cllr Brownridge, Cllr Wallis agreed to submit articles. It was AGREED that Councillors would deliver any newsletter as per distribution list given by the Clerk.</p>	All Cllrs/Clerk
188/15	<p>16. Little Marlow Country Park a). Consideration of Legal Agreement from WDC and administration of scheme. The Clerk gave information regarding the formation of the new bank account and difficulties with Lloyds Bank. It was RESOLVED to accept the Agreement and instruct WDC to pay the money into LMPC's precept account and transfer this money to the new account once set up. ** Cllrs Brownridge and Downes did not take part in the decision.</p>	Clerk
189/15	<p>17. Reports from meetings a) Cemetery Compliance & Management Course 18th Feb This was attended by the Clerk. LMPC has good procedures in place but needs to re-look at the Certificate of Rights of Burial to ensure that the Council is operating lawfully. The Clerk will look at the existing regulations and associated forms and send any amendments to the Burial Ground Sub-committee for comment. b) Parish Councils working with principal authority 24th February The Clerk attended this conference. There were a lot of people attending and it was interesting to hear some innovative ways some Councils had approached devolved service provision.</p>	Clerk

Cllr Brownridge attended the following meetings

d) Abbey Barn South and North Reserve Sites Liaison Group meeting, 12 February

- Cllr Brownridge reported that the meeting focussed on the administration and operation of the Liaison Group. It also agreed the Group's Terms of Reference. The purpose of the Group is to give the public a voice and ensure local knowledge is shared and taken into account. The Group will assist in the preparation of site development briefs and comment on the planning applications for the two sites.

e) Public workshop on Abbey Barn South and North Sites, 28 February

- There will be a workshop on the two Abbey Barn sites at John Hampden School on Saturday 28 February from 10.00-16.30 which will be open to the wider public. I will attend. Please let me know if there are any issues you would like me to raise.

f) Devolved Services Safety Awareness Overview 24 February

- Cllr Brownridge represented the Council as this course was compulsory for all Tranche 1 devolved services Parishes. The presentation was given by Ridgeway Jacobs.
- Cllr Brownridge reported that it is essential we ensure that our contractors have carried out risk assessments on all work they are doing in our parish – they need to identify risks involved in whatever job they are doing and outline the measures they have taken to mitigate them. We should ask to see their risk assessments.
- We also need to ensure that their employees have the correct Personal Protective Equipment and they always use the correct tools for the job.
- Sample risk assessments have now been put on the Bucks CC Devolved Services workshop.
- Bucks CC will be repeating this safety awareness overview for Councils who were unable to attend this one. They would be happy for our contractors/operatives to attend.

Cllr Wallis attending the following meeting.

g) Chepping Wye Valley LAF

Notes from meeting held on Tuesday 24th February 2015

1. Please note the change of name from Community Partnership. LAF stands for Local Area Forum.
2. The Police report highlighted thefts from vans. If you

	<p>use tools from a van remove them overnight especially if staying away from home. The Premier Inn at Loudwater has been targeted recently.</p> <p>3. Active Bucks. See separate paper. Sarah Mills presented it to us. All communication will be through the LAFs. £15,200 over two years will be available for the CWVLaf. This is not much so projects should benefit whole area, not just individual parishes</p> <p>4. There was a lot of discussion about car parking in Bourne End .</p> <p>5. There was no update on the results of the road safety survey done in Sheepridge Lane and I forgot to ask. We should follow this up.</p> <p>6. We need to decide whether to ask for funding for the extension of the new ‘green’ footpath on Heath End Road as it is all in our parish.</p> <p>These reports were duly NOTED.</p>	
190/15	<p>18. Correspondence to the Council.</p> <p>a) River Thames Alliance – formal consultation response to The New River Thames Waterways Plan 2015 – 2021 The Council AGREED no comment to be made.</p> <p>b) WDC – Confirmation of enquiry regarding fence erected at Wilton Farm House, Little Marlow This was with WDC Enforcement and we await an outcome.</p> <p>c) Mr Langford, FoOV – Road safety issue regarding pedestrian crossing near Claytons School, Well End. The Council AGREED to send a letter to Mr Langford to confirm that the Council believed that there is adequate signage in place and there is no further funding available.</p> <p>d) Marlow Town Council – Civic Service – 22nd March at 3.00pm Due to holiday commitments nobody was able to go to the reception. The Clerk to notify Marlow Town Council</p>	<p>Clerk</p> <p>Clerk</p>
191/15	<p>19. Best Kept Village 2015 It was RESOLVED for LMPC to enter this competition</p>	Clerk
192/15	<p>20. Chepping Wycombe PC - Consideration of jointly approaching Chepping Wycombe Community Partnership for additional funding to continue green footpath from Abbey Barn Lane to the bridge over the M40 An email had been circulated by the Clerk regarding this proposal. It was RESOLVED by the Council to support this scheme and apply to the Chepping Wycombe LAF.</p>	

	Cllr Emmett mentioned the green path on the verge from Rebellion's brewery to the Three Horses Shoes Pub. It was AGREED for Cllr Wallis and the Clerk to discuss which LAF would be more appropriate to secure funding.	Clerk / BW
193/15	21. Confidential Items. There were no items to be discussed.	
194/15	22. Public Participation – 15 minutes There was no public speaking.	
195/15	22. Dates of Future Meetings 9 th April, 14 th May, Annual Parish Meeting 22 nd May Cllr Banfield and Cllr Acres gave their apologies for the 9 th April meeting.	
There being no further business to be transacted the meeting was closed at 9.42pm		

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: