

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 1<sup>st</sup> October 2019 at  
The Pavilion, Church Road, Little Marlow SL7 3RS commencing at 8.00pm

### CONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman Cllr R Randall(RR), Cllr K Acres(KA), Cllr G Fitchew (GF), Cllr V Morton (VM), Cllr P Emmett(PE), Cllr J Downes(JD), Cllr R Mash(RM)		
Mrs J Murray – Parish Clerk	1 member of the public present - Mike Overall WDC Cllr John Savage & David Johncock	
<b>The Attendance Sheet was duly signed</b>		
Minute Ref:	Agenda Item	Action
1028/19	<b>1. Apologies for Absence</b> Cllr A Falk (AF)	
1029/19	<b>2. Declarations of interest – pecuniary or prejudicial</b> None	
1030/19	<b>3. To approve the Minutes of Parish Council Meeting of the 20<sup>th</sup> August 2019</b> The Council <b>RESOLVED</b> to accept the minutes of the meetings and they were duly signed by the Chairman.	GF/ KA
1031/19	<b>4. To take reports from these minutes for NOTE:</b> 974/19 Burial Ground Committee to review policy for benches at cemetery, to include: bench material, one off fee, maintenance charge, number per annum at the next meeting. Set up Burial Ground Committee Meeting for October 2019.	Clerk
1032/19	<b>5. Finance</b> <b>a) To approve income and expenditure report for August 2019</b> It was <b>RESOLVED</b> to defer the review of August 2019 Income and Expenditure Report until the next council meeting. <b>b) To report on spot check of Parish Council Accounts</b> Cllr J Downes completed a positive spot check, in October 2019. Outstanding matters from September’s spot check were covered and it was noted that there is a back log of invoice filing. <b>c) To consider appointment of Internal Auditor</b> It was <b>RESOLVED</b> to defer the decision to appoint an Internal Auditor to enable the Clerk to circulate a paper for consideration. <b>d) To review Parish Clerk’s contracted hours</b> Due to the personal information regarding the Parish Clerk The Chairman took a vote regarding this item and moved it into confidential items. The Council <b>RESOLVED</b> to retain the Parish Clerk’s hours to 25 hours per week up until Christmas when it would be reviewed. <b>e) To consider email received from Democratic &amp; Electoral Services Officer regarding allowances for Parish Councillors</b> It was <b>RESOLVED</b> that Little Marlow Parish Councillors would not be awarded allowances, but are able to claim for expenses.	VB/GF  JD  Clerk   All
1033/19	<b>6. Planning</b> a) To consider report  <p style="text-align: center;"><b><u>Little Marlow Parish Council</u></b> <b><u>Planning September 2019 Council Meeting</u></b></p>	

Chairman initials ]

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Planning applications received from Wycombe District 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. LMPC resolved to apply the following comment to TPO/CTREE applications – The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer.

Reminder from Wycombe District Council: Delegated List

As part of a drive to improve efficiency, and therefore capacity, within the department we have been reviewing our processes and procedures. As a result of this we will no longer be sending out a delegated list.

Our planning register has for some time been held “on-line” and can be searched using Public Access. So from 1 July we will provide a link to allow you to look this up:

<https://publicaccess.wycombe.gov.uk/idoxpa-web/search.do?action=weeklyList>

To get the delegated list, click on the above link and it will look like the image below and then click on ‘decided in this week’, then hit search.

**Wycombe District Council**

**WEEKLY LIST OF PLANNING APPLICATIONS up to 23.09.2019**

**Householder application for construction of part single storey, part two storey, part first floor rear and side extensions**

**Phaethon The Avenue Bourne End Buckinghamshire SL8 5QY  
Ref no 19/07026/FUL, Received: Wed 21 Aug 2019/Validated Mon 16 Sep 2019**

**LMPC Comment: Cllr Geoff Fitchew to visit, review and feedback comments for submission to WDC before deadline of 9 October.**

**Reduce height by a 3-4m to 1 x Whitebeam**

**Spinney View House The Drive Bourne End Bucks SL8 5RE  
Ref no 19/06978/CTREE/Received: Thu 15 Aug 2019/Validated: Thu 22<sup>nd</sup> Aug 2019/Status: Unknown**

**LMPC Comment: Tree Comment**

**Householder application for conversion of existing garage/annexe and construction of single storey front and rear extensions, insertion of roof-lights to existing and proposed roofslopes, enclose front porch and single storey side extension (alternative scheme to PP 19/05262/FUL**

**Saltings Barn Pound Lane Little Marlow Buckinghamshire SL7 3SR  
Ref. No: 19/06878/FUL | Received: Fri 02 Aug 2019 | Validated: Wed 21 Aug 2019 | Status: Awaiting decision**

**LMPC Comment: No objection**

**Fell 1 x Horse Chestnut (T1) as the tree is dead**

**Willow Brook Lockbridge Road Bourne End Buckinghamshire SL8 5QT  
Ref. No: 19/07230/CTREE | Received: Fri 13 Sep 2019 | Validated: Fri 13 Sep 2019 | Status:**

Awaiting decision

LMPC Comment: Tree Comment

Householder application for construction of first floor rear extension and fenestration alterations

Moorholm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS  
Ref. No: 19/07139/FUL | Received: Tue 03 Sep 2019 | Validated: Tue 10 Sep 2019 | Status: Awaiting decision

LMPC Comment: No objection

**Delegated Decisions Issued**

Reference	19/06702/FUL
Alternative Reference	PP-07980714
Application Received	Mon 15 Jul 2019
Application Validated	Fri 02 Aug 2019
Address	Malt House Lodge Marlow Road Bourne End Buckinghamshire SL8 5PL
Proposal	Householder application for construction of single storey side and rear extensions
Status	Decided
Decision	Application Refused
Decision Issued Date	Thu 26 Sep 2019
Appeal Status	Unknown
Appeal Decision	Not Available
Reference	19/06978/CTREE
Alternative Reference	PP-08081682

Application Received	Thu 15 Aug 2019
Application Validated	Thu 22 Aug 2019
Address	Spinney View House The Drive Bourne End Buckinghamshire SL8 5RE
Proposal	Reduce height by a 3-4m to 1 x Whitebeam
Status	Unknown
Decision	Not to make a Tree Preservation Order
Decision Issued Date	Fri 27 Sep 2019
Appeal Status	Unknown
Appeal Decision	Not Available

Reference	19/07230/CTREE
Alternative Reference	PP-08149104
Application Received	Fri 13 Sep 2019
Application Validated	Fri 13 Sep 2019
Address	Willow Brook Lockbridge Road Bourne End Buckinghamshire SL8 5QT
Proposal	Fell 1 x Horse Chestnut (T1) as the tree is dead
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

**GF**

	<table border="1"> <tr> <td>Reference</td> <td>19/07139/FUL</td> </tr> <tr> <td>Alternative Reference</td> <td>PP-08121552</td> </tr> <tr> <td>Application Received</td> <td>Tue 03 Sep 2019</td> </tr> <tr> <td>Application Validated</td> <td>Tue 10 Sep 2019</td> </tr> <tr> <td>Address</td> <td>Moorholm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS</td> </tr> <tr> <td>Proposal</td> <td>Householder application for construction of first floor rear extension and fenestration alterations</td> </tr> <tr> <td>Status</td> <td>Awaiting decision</td> </tr> <tr> <td>Appeal Status</td> <td>Unknown</td> </tr> <tr> <td>Appeal Decision</td> <td>Not Available</td> </tr> </table>	Reference	19/07139/FUL	Alternative Reference	PP-08121552	Application Received	Tue 03 Sep 2019	Application Validated	Tue 10 Sep 2019	Address	Moorholm Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS	Proposal	Householder application for construction of first floor rear extension and fenestration alterations	Status	Awaiting decision	Appeal Status	Unknown	Appeal Decision	Not Available	
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1034/19	<p><b>7. The Pavilion and Recreation Ground –</b></p> <p><b>a) To consider the plans for refurbishing the Pavilion</b> Plans and Tender documents were distributed to all Councillors to review. Cllr V Brownridge to feedback suggested amendments to tender documents and Cllr J Downes to amend plans, prior to distribution. Four building contractors have been agreed upon to post invitation to tender and tender documents to. Tender documents to be distributed on Wednesday 9<sup>th</sup> October 2019. The Clerk updated the meeting from an email received from Wycombe District Council on Westhorpe CIL monies due. £7,500 is due to be transferred to LMPC in October which is only 17% of what was originally expected.</p> <p><b>b) To review electrician’s quotes for The Pavilion to upgrade lighting</b> It was <b>RESOLVED</b> to appoint AllElectrics to carry out the works at The Pavilion. Clerk to notify contractor and plan date for works.</p> <p><b>c) To consider replacement of hedge around telegraph pole sited on Church Road</b> It was <b>RESOLVED</b> to complete the claims form to be sent by BT Openreach with the aim of claiming for the cost to replace the hedge. Clerk to write letter to parishioner who raised query to explain next steps.</p> <p><b>d) To consider playground inspection report from Wycombe District Council</b> All problems identified were low risk or very low risk. It was <b>RESOLVED</b> to add maintenance funding for the playground to next year’s budget.</p>	<p><b>VB/JD</b> <b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>																		
1035/19	<p><b>8. To review follow up with Fire Brigade regarding outstanding issues relating to Fires in Little Marlow in July 2018</b> It was <b>RESOLVED</b> that Cllr Roger Randall and Cllr Phil Emmett would work together to write a letter to Buckinghamshire and Milton Keynes Fire Authority to question why The Fire Brigade had not responded to questions asked following the Little Marlow Fire. Little Marlow Parish Council would</p>	<b>RR/PE</b>																		

	like to understand what measures have been put in place, for example training, to ensure the problems which arose do not arise again. A copy of the letter will be sent to Bucks Free Press. Clerk to notify Cllr Phil Emmett of the calls and emails made to chase The Fire Brigade for feedback.	Clerk
1036/19	<b>9. To review Spade Oak Quarry purchase by Wycombe District Council and implication for flytipping</b> The purchase of Spade Oak Quarry/Lake by Wycombe District Council was viewed as a positive for Little Marlow Parish. It was noted that the flytipping had been cleared and that WDC were working with the relevant parties to ensure any further flytipping was prevented in the future. Mike Overall confirmed that he was following up on the permissive path around the running track and Cllr Valerie Brownridge would follow up with WDC on the permissive path around the Lake which is the subject of an agreement between LMPC and the previous owners, Lafarge.	VB
1037/19	<b>10. To consider Newsletter timeline and request for content</b> The Clerk confirmed that the content deadline for the autumn issue of the newsletter would be 18 <sup>th</sup> October. The Clerk would email content providers on 4 <sup>th</sup> October to request content and the plan was to have the newsletter back from the printer's ready to hand to councillors for distribution at the next Parish Council Meeting on Tuesday 12 <sup>th</sup> November 2019. Cllr V Brownridge would cover Elections & Unitary topics; Cllr J Downes would cover Spade Oak Lake; Cllr Fitchew would cover the refurbishment.	VB JD
1038/19	<b>11. To consider proposed extension to Devolved Services Agreement</b> It was <b>RESOLVED</b> to extend the Devolved Services Agreement with Buckinghamshire County Council to 2020. The Clerk to write to Buckinghamshire County Council to agree to the extension.	Clerk
1039/19	<b>12. Reports from Meetings of outside bodies –</b> <b>a) Marlow Society</b> – The renovation at Court Gardens Leisure Centre would be completed by March 2020. Security companies are protecting Seymour & Gossmore Parks. It was discussed that with the advent of a Unitary body staffing levels could be a problem. <b>b) WDALC</b> – Cllr A Falk attended as the representative for Little Marlow Parish Council. The meeting was not quorate and the Chairman has resigned. Cllr V Brownridge will aim to keep WDALC going along with the Vice Chair. <b>c) Athletics Running Track</b> – Cllr V Brownridge and The Clerk met with representatives from the Athletics Running Track who are responsible for the maintenance of the grounds & track and the running of the facility. The team are working on several ideas to generate and increase use as a community facility, one of which was the renovation of the infield for use by local junior football teams. The plan is to hold an open evening to discuss propositions when ready. The operation is now independent of ALF and operated under Serco, Bisham.	
1040/19	<b>13. The Parish Clerk's Report</b> The focus in the next month will be distributing the tender documents for The Pavilion Refurbishment, Budget preparation alongside Precept application, an autumn newsletter, Burial Ground Committee meeting and a First Aid course to retain validation.	
1041/19	<b>14. To review Parish Council Meeting dates for 2020</b> It was <b>RESOLVED</b> to agree the dates for 2020 and schedule the Annual Parish meeting after the elections. Clerk to distribute and add to the website and noticeboards.	Clerk
1042/19	<b>15. Public Participation</b> - Cllr David Johncock confirmed that the Bucks & Milton Keynes Fire Authority Chairman is Councillor Lesley Clarke OBE who was elected in June 2019. - Mike Overall suggested that clarification of costs for maintaining the Permissive Path around the lake should be sought. The agreement between the previous owners of the Spade Oak Lake, Lafarge, and LMPC will run out in 2020. - Cllr J Downes to submit funding proposal to Cllr David Johncock discuss re investment in parish playground. - Cllr John Savage confirmed that the Wycombe District Council period of consultation on the perishing of Wycombe town closed yesterday. Results would be delivered mid December to Shadow Authority. - Cllr J Downes highlighted that the Residents Association had received a complaint with regards to the sign at the Kings Head Pub regarding an offensive Christmas message. Cllr J Downes approached the Kings Head who kindly amended the wording immediately.	DJ/JD
	<b>15. Items to be included in next meeting –</b> - Emergency plan	

	<ul style="list-style-type: none"> <li>- Footpath between Rebellion Brewery &amp; The Three Horseshoes Pub</li> <li>- Ditch/slip maintenance along Winchbottom Lane</li> <li>- Review IT set up: councillor email &amp; website</li> <li>- Summary presentation of Planning Training</li> </ul>	
<b>1043/19</b>	<b>16. Dates of next meeting – Budget meeting 17<sup>th</sup> October 2019 at 1.30pm, Parish Council Meeting 12<sup>th</sup> November 2019 &amp; 17<sup>th</sup> December 2019.</b>	
There being no further business to be transacted the meeting was closed at 9.45pm		

**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
AVDC	Aylesbury Vale District Council	MK	Milton Keynes
		GDPR	General Data Protection Regulations

Signed: .....  
Chairman

Date: .....

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