

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Council Meeting held on Tuesday 18<sup>th</sup> May 2021 at the Pavilion,  
Church Road, Little Marlow, Bucks, SL7 3RS commencing at 8pm

### CONFIRMED

<b>Present:</b> Cllr V Brownridge (VB) – Chairman, Cllr K Acres (KA), Cllr J Downes (JD), Cllr P Emmett (PE), Cllr R Mash (RM), Cllr Vivien Morton (VM), Cllr Anna Crabtree (AC),		
Mrs J Murray – Parish Clerk	Public present: Buckinghamshire Councillor David Watson, Verity West, Stephen Hill	
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
2229/21	<b>1. To receive, and consider for approval, apologies for absence and reasons given</b> Cllr G Fitchew (GF), Buckinghamshire Councillor David Johncock, Buckinghamshire Councillor Jocelyn Towns	
2230/21	<b>2. Declarations of interest – pecuniary or prejudicial</b> Cllr V Morton – Planning application Newlands	
2231/21	<b>3. To approve the Minutes of Parish Council Meeting of 20<sup>th</sup> April 2021</b> The Council <b>RESOLVED</b> to accept the minutes of the Parish Council and the Chairman will print and sign the minutes and retain for filing at a later stage.	<b>VB</b>
2232/21	<b>4. To take reports from theses minutes for NOTE</b> 2217/21/9b Cllr J Downes to discuss inclusion of whips in both Tree Surgeon quotes	<b>JD</b>
2233/21	<b>5. Parish Clerk’s report</b> Meetings held: Year-end closedown completed today, Burial Ground – tap moved and companies pinpointed for grave mapping. Both village halls used as Election polling stations. Increase in number of hall hire and burial enquiries. New pension reporting system introduced. Training accomplished: Agendas & minutes and Internal council communications. Water pressure at recreation ground resolved. Topple testing carried out – letters to families to be sent. Clerk away from the office first week of June.	
2234/21	<b>6. Items to be taken in confidential: None</b>	
2235/21	<b>7. Public participation – maximum 15 minutes</b> It was noted that it was difficult for those attending via Teams to hear and see those at the Pavilion. Verity West – invited Stephen Hill to join the meeting as he’s involved in Wild Marlow. Working party dates discussed to site bug hotels. Verity had received no feedback on Westhorpe Farm Lane/Athletics Club regarding rubbish clearance/removal. Councillor Jason Downes had forwarded Wycombe Wildlife Group details on and Wild Marlow would be working together with them. David Watson –. First meeting of new Bucks Council next week. Cabinet/committee structure tbc. Thames Water Liaison Committee to take place sooner rather than later.	
2236/21	<b>8.1 Planning -</b> a. To consider report  <b style="text-align: center;">Little Marlow Parish Council Planning May 2021 Council Meeting</b>  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. 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 Buckinghamshire Tree Officer. Buckinghamshire Council’s planning list can be found at:	

Chairman initials ]

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

**WEEKLY LIST OF PLANNING APPLICATIONS up to 14.05.2021**

Thin crown to remove approximately 15% of live branches, remove the epicormic growth on the main trunk and branches and reduce the branch over the carpark by 3-3.5 meters to secondary and tertiary branches x 1 Ash

**The Coach House Marlow Road Bourne End Buckinghamshire SL8 5PQ**

Ref. No: 21/06278/CTREE | Received: Fri 23 Apr 2021 | Validated: Fri 23 Apr 2021 | Status: Pending Decision

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

Variation of condition 4 (TPO'd trees) attached to 21/05084/FUL (Householder application for construction of single storey rear extension, partial conversion of garage and alteration to fenestrations) to allow for removal of condition

**Cedar Lodge Coldmoorholme Lane Bourne End Buckinghamshire SL8 5PS**

Ref. No: 21/06252/VCDN | Received: Thu 22 Apr 2021 | Validated: Mon 26 Apr 2021 | Status: Pending Consideration

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

Erection of 2 x 4 bed detached dwellings, each with garage/carport and altered access onto Chapman Lane Amended plans

**Newlands Chapman Lane Bourne End Buckinghamshire SL8 5PB**

Ref. No: 21/05297/FUL | Received: Wed 03 Feb 2021 | Validated: Wed 03 Feb 2021 | Status: Pending Consideration

**LMPC Comment** The Parish Council has no objection

Prune back by 5 metres to 1 x Ash (T1), prune back lowest branch by 4 metres to 1 x Ash (T2), reduce and reshape by 2 metres to 1 x Cypress (T3) and reduce to 2 metres above pollard points and reshape accordingly to 5 x Lime (G4) for maintenance

**Thames Reach Abbotsbrook Bourne End Buckinghamshire SL8 5RF**

Ref. No: 21/06146/TPO | Received: Wed 14 Apr 2021 | Validated: Mon 19 Apr 2021 | Status: Pending Decision

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

**Buckinghamshire Council do not produce the Delegated List any longer, but do produce the list below which can be accessed through public access under decided this week:**

Reduce and reshape by 6-7 metres x 1 Poplar (T1a) and extra 2 metres extra reduction to stem leaning towards neighbours property to 1 x Poplar (T1b)

**Bourne Court Abbotsbrook Bourne End Buckinghamshire SL8 5QS**

Ref. No: 21/06227/CTREE | Received: Wed 21 Apr 2021 | Validated: Wed 21 Apr 2021 | Status: Application Withdrawn

Re-pollard back to old knuckle point by approx. 3.5 - 4 metres to x 4 Limes (T3, T4, T5 & T6)

**The Poplars Farm Road Bourne End Buckinghamshire SL8 5RB**

Ref. No: 21/05819/CTREE | Received: Tue 16 Mar 2021 | Validated: Tue 16 Mar 2021 | Status: Not to make a Tree Preservation Order

Reduce height by 3 metres to x 2 Thujas (T1, T2) and by 1 metre to x 1 Yew (T3) and fell x 1 Horse Chestnut (T4) to near ground level

Clerk

	<p><b>The Poplars Farm Road Bourne End Buckinghamshire SL8 5RB</b> Ref. No: 21/05777/CTREE   Received: Sun 14 Mar 2021   Validated: Wed 17 Mar 2021   Status: Not to make a Tree Preservation Order Pollard back to previous points by 4 metres x 1 Willow (T1) and pollard x 1 Willow (T2)</p> <p><b>Herons Pool The Avenue Bourne End Buckinghamshire SL8 5QY</b> Ref. No: 21/05747/CTREE   Received: Thu 11 Mar 2021   Validated: Mon 22 Mar 2021   Status: Not to make a Tree Preservation Order Householder application for construction of replacement detached outbuilding (part retrospective)</p> <p><b>Brookside The Drive Bourne End Buckinghamshire SL8 5RE</b> Ref. No: 21/05575/FUL   Received: Thu 25 Feb 2021   Validated: Wed 03 Mar 2021   Status: Application Permitted Listed Building application for lowering the level of the garden, removal of existing balcony and addition of 1 x juliet balcony to rear, creation of 1 x additional car parking space to rear and associated external alterations</p> <p><b>Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ</b> Ref. No: 21/05535/LBC   Received: Mon 22 Feb 2021   Validated: Thu 04 Mar 2021   Status: Application Permitted Householder application for lowering the level of the garden, removal of existing balcony and addition of 1 x juliet balcony to rear, creation of 1 x additional car parking space to rear and associated external alterations</p> <p><b>Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ</b> Ref. No: 21/05534/FUL   Received: Mon 22 Feb 2021   Validated: Thu 04 Mar 2021   Status: Application Permitted Householder applications for alterations to ground floor fenestrations</p> <p><b>The Chantry Sailing Club Road Bourne End Buckinghamshire SL8 5QS</b> Ref. No: 21/05082/FUL   Received: Wed 13 Jan 2021   Validated: Wed 20 Jan 2021   Status: Application Permitted Householder application for construction of single storey side and rear extensions, roof alterations including installation of 1 x dormer windows to front roof slope, x 3 roof lights, construction of timber gate, fencing and permeable surface driveway with dropped kerb</p> <p><b>Conkers Lockbridge Road Bourne End Buckinghamshire SL8 5QT</b> Ref. No: 20/08438/FUL   Received: Sat 19 Dec 2020   Validated: Thu 07 Jan 2021   Status: Application Permitted Temporary permission for continued use of the site for film-making purposes between 1st May 2021 and 1st November 2021</p> <p><b>Spade Oak Quarry Marlow Road Little Marlow Buckinghamshire SL7 3SB</b> Ref. No: 20/07719/R9FUL   Received: Thu 15 Oct 2020   Validated: Mon 19 Oct 2020   Status: Application Withdrawn</p>	
2237/21	<p><b>8.2 Finance</b></p> <p><b>a. To approve income and expenditure for April 2021</b> Due to year end the April, the Clerk had not been able to produce the report. It would be circulated to council shortly and approval would be sought at the next parish council meeting in July.</p> <p><b>b. To review Fixed Asset Register</b> The Council <b>RESOLVED</b> to agree the fixed asset register and to review and overhaul for next year's Annual Governance and Accountability Return. Councillors Jason Downes and Anna Crabtree to lead.</p> <p><b>c. To approve meeting minutes of Budget Committee meeting of 10<sup>th</sup> May 2021</b> The Council <b>RESOLVED</b> to approve the minutes of the Budget Committee, subject to the amendments to paras F172/21 and F174/21 proposed by Councillor Valerie Brownridge. The Chairman will print and sign the minutes and retain for filing at a later stage.</p> <p><b>d. To review and approve water utility supplier and insurance quotes and approve provider</b> The Council <b>RESOLVED</b> to remain with Everflow for the supply of water, and accepted the quote with 5 year LTA applied to remain with Zurich Insurance. Clerk to carry out water meter readings and explore rebate for waste water.</p>	<p>JD/AC</p> <p>Clerk/ KA</p> <p>Clerk</p>
2238/21	<p><b>8.3 The Pavilion and Recreation Ground-</b></p> <p><b>a. To consider request from LMCC Groundsman regarding rabbit holes and Recreation Ground</b></p>	

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	<p>The Council <b>RESOLVED</b> to invite LMCC to make a suggestion with regards to how to get rid of the rabbits on the recreation ground. The Council would not agree to the use of a gun.</p> <p><b>b. To review return to work risk assessment for Clerk at Pavilion</b> Clerk to discuss further with Councillors Jason Downes and Phil Emmett.</p> <p><b>c. To consider siting of bug hotels around the Recreation Ground</b> The Council <b>RESOLVED</b> to agree to the 3 sites proposed by Wild Marlow and to a working party on the recreation ground on 31<sup>st</sup> July 2021 organised by Verity West, Wild Marlow.</p>	<p>Clerk</p> <p>JD</p>
2239/21	<p><b>8.4 Burial Ground –</b></p> <p><b>a. To receive a report from local Stonemason following topple testing</b> Report was reviewed and five memorial stones have been laid down. Clerk to write to families to notify of safety action carried out.</p> <p><b>b. To approve revised and new Burial Ground documentation</b> The Council <b>RESOLVED</b> to approve and introduce new documentation to cover transfer of Exclusive Rights of Burial.</p>	<p>Clerk</p> <p>Clerk</p>
2240/21	<p><b>8.5 Allotments -</b></p> <p><b>a. To consider request from Allotment holder to install boundary between field &amp; allotment</b> Councillor Philip Emmet agreed to make contact and discuss with the allotment holder.</p>	<p>PE</p>
2241/21	<p><b>8.6. General -</b></p> <p><b>a. To review recommended submission to Government on Call for Evidence on Remote Meetings</b> The Council <b>RESOLVED</b> to agree to the responses to the Government survey recommended by Councillors Valerie Brownridge &amp; Vivien Morton. Clerk to make submission.</p> <p><b>b. To review Little Marlow Standing Orders</b> The Council <b>RESOLVED</b> that Councillor Valerie Brownridge should work with the Clerk on the amendments she had flagged up and bring a revised draft back to the next council meeting for review and approval.</p>	<p>Clerk</p> <p>Clerk</p>
2242/21	<p><b>9. Items for information only:</b></p> <p><b>1. To receive an update from the COVID-19 Committee</b> Cllr Brownridge reported that following the move to step 3 on 17 May and the further lifting of restrictions, the current position with regard to the Council’s facilities and operations was : -Parish Council meetings must now be held face to face, but in order to comply with current COVID 19 social distancing requirements, the public will be asked to join the meetings remotely. Risk assessments have been carried out for face to face Council meetings and the Clerk’s return to work. In both cases, the controls which need to be in place to mitigate the risks have been identified; - pre-schools may continue to operate in our halls; - organised outdoor sport allowed for children and adults, -outdoor gatherings now increased to 30 people so limits on numbers allowed at play area at any given time increased; - all indoor children’s activities allowed and indoor parents and child groups allowed up to a limit of 30 – rainbows, brownies, guides allowed; -organised indoor adult sport ie adult indoor group sports and exercise classes allowed provided they are organised by a business, charity or public body and the organiser takes reasonable measures to reduce the risk of transmission; -indoor entertainment and attractions allowed subject to COVID secure measures being in place; - funeral attendance no longer limited to 30 people, but will be determined by how many people the COVID secure venue can safely accommodate with social distancing. The Committee are recommending a limit of 60 outside and 4 in the chapel.</p> <p><b>2. To receive an update on Thames Water Sewage Treatment</b> Councillors Phil Emmett &amp; Jason Downes agreed to draft a letter to Thames Water and our local MP. Clerk to chase Environment Agency for response to the Councils’s earlier letter to them. Buckinghamshire Councillor David Watson to set up a Thames Water Liaison meeting within the next 4-6 weeks. It was agreed that Clerk should aim to get responses from Thames Water and the EA before this meeting.</p> <p><b>3. Reports from Meetings of Outside Bodies:</b></p> <p>3.1. Marlow Society – nothing to report</p> <p>3.2. Buckinghamshire Council’s Town &amp; Parish Council Clerks’ Meeting, 20<sup>th</sup> April 2021</p>	<p>PE&amp;JD Clerk</p>

	<p>The Unitary Council were marking one year anniversary. COVID vaccination programme was being rolled out well. Vehicle removal programme had been introduced and was being received positively. Record number of 63 contested elections. Council supporting playgrounds &amp; open spaces. Littering still an issue. Drainage issues being interfaced with Fix My Street.</p> <p>3.3 BMKALC Executive Board – Cllr Brownridge attended the meeting on 28 April 2021. Among issues discussed was how to make the Parish Liaison meetings more effective. There was support for changing the current format where Martin Tett gives a presentation on Bucks Council’s achievements and takes questions to having the meetings run by the Cabinet member responsible for Town and Parish Councils and presentations being given by officers with the relevant Cabinet members in attendance. The NALC officer reported on NALC’s unsuccessful efforts to change the Government’s position on Councils being able to continue remote meetings. NALC are now hoping that the representations that the Government receives in response to its Call for Evidence on remote meetings will result in a change of heart.</p> <p><b>4. Correspondence</b> – an email was received from the Chairman of Wycombe Wildlife Group (WWG), which was forwarded to Councillor Jason Downes and Verity West of Wild Marlow. Wild Marlow and the Burial Ground Committee would work with Wycombe Wildlife Group to further works at Fern Lane Cemetery.</p>	
2243/21	<b>10. Items to be included on the next Agenda-</b> Casual vacancy & co-option	
2244/21	<b>11. Dates of the next meetings:</b> Burial Ground Committee 17 <sup>th</sup> June 2021, Parish Council Meeting 6 <sup>th</sup> July 2021, Budget Committee Meeting 29 <sup>th</sup> July 2021	
There being no further business to be transacted the meeting was closed at 21.16		

**Abbreviations:**

LMPC	Little Marlow Parish Council	GDPR	General Data Protection Regulations
BC	Buckinghamshire Council	SLCC	Society of Local Council Clerks
LAT	TfB Local Area Technician	WDALC	Wycombe District Assoc. of Local Councils
LMRA	Little Marlow Residents’ Assoc	ROW	Rights of Way
VAS	Vehicle Activated Sign	BMKALC	Bucks Milton Keynes Association of Local Councils
PCSO	Police Community Support Officers	LGPS	Local Government Pension Scheme
LMLCP	Little Marlow Lakes Country Partnership		

Signed: .....  
Chairman

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