

LITTLE MARLOW PARISH COUNCIL

Minutes of the Council Meeting held on Tuesday 6th October 2020 remotely via
Microsoft Teams commencing at 8pm

UNCONFIRMED

| Present: Cllr V Brownridge (VB) – Chairman, Cllr V Morton (VM), Cllr K Acres (KA), Cllr J Downes (JD), Cllr R Mash (RM), Cllr P Emmett (PE), Cllr G Fitchew (GF) | | |
|--|--|--|
| Mrs J Murray – Parish Clerk | | Public present: Buckinghamshire Councillor David Johncock & Councillor David Watson – signed out at 22.08hrs, Anna Crabtree, Chris Doherty, Charles Brocklehurst, Dallas Banfield, Pat Kilbey, Richard Boas, Martin & Daphne Dru |
| Minute Ref: | Agenda Item | Action |
| 2107/20 | 1. Apologies for Absence Cllr R Randall (RR) | |
| 2108/20 | 2. Declarations of interest – pecuniary or prejudicial None | |
| 2109/20 | 3. To approve the Minutes of Parish Council Meeting of 18th August 2020 The Council RESOLVED 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. | VB |
| 2110/20 | 4. To take reports from these minutes for NOTE 2067/20 11d&e Revised Disclosure of Pecuniary Interests, to include Directorships and Gifts & Hospitality - forms all completed and to be uploaded to website and sent to MO. Form for new councillor to be emailed and included. | Clerk |
| 2111/20 | 5. Co-option of Parish Councillor a) To consider the applications and receive presentations from the candidates The Council RESOLVED to co-opt Anna Crabtree to Little Marlow Parish Council | Clerk |
| 2112/20 | 6. Finance a) To approve income and expenditure report for August & September 2020 The Council RESOLVED to approve the reports for August & September 2020 b) To consider request from LMCC regarding season's fees The Council RESOLVED to revise LMCC invoice for 2020 season fees to take into consideration the fact that the club was unable to use a number of facilities due to COVID restrictions c) To consider implementing new NJC pay-scales for 2020/21 for staff & homeworking expenses Due to the personal information regarding staff the Chairman took a vote regarding this item and moved it into confidential items. The Council RESOLVED to approve a salary increase for all employees in line with the new pay scales recommended by the National Joint Council for Local Government Services. Clerk and Chairman to notify payroll administrator. The Council RESOLVED to pay homeworking expenses as recommended by SLCC and in line with HMRC guidance following submission of an expenses claim form. d) To consider Financial Regulation amendments The Council RESOLVED to ask Councillor Jason Downes to draw up a draft Maintenance Policy, taking account of best practice from other parish councils, NALC guidance and statutory requirements and to tie in with budget setting. The draft policy will be added to the next parish council meeting agenda in November. | Clerk Clerk Clerk Clerk |
| 2113/20 | 7. Planning a) To consider report <div style="text-align: center;"><u>Little Marlow Parish Council</u> <u>Planning October 2020 Council Meeting</u></div> 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 | |

Chairman initials]

.....

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 Council Tree Officer.

The planning register can be found online at: <https://publicaccess.wycombe.gov.uk>

Clerk

Buckinghamshire Council
WEEKLY LIST OF PLANNING APPLICATIONS up to 05.10.2020

Householder application for demolition of existing attached garage and conservatory and construction of single storey front, side and rear extensions, loft conversion to create habitable accommodation in connection with 3 x rear dormers and alterations to vehicular access and driveway with hard and soft landscaping

Three Willows Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 20/07539/FUL | Received: Tue 29 Sep 2020 | Validated: Fri 02 Oct 2020 | Status: Pending Consideration

LMPC Comment Object on grounds of overdevelopment

Householder application for part conversion of garage to habitable accommodation

Treetops Lockbridge Road Bourne End Buckinghamshire SL8 5QT

Ref. No: 20/07510/FUL | Received: Fri 25 Sep 2020 | Validated: Tue 29 Sep 2020 | Status: Pending Consideration

LMPC Comment no objection

Height reduction of 2 - 2.5m, thinning by approximately 15% and re-shaping of canopy x 1 White Willow (T1), height reduction of 1 - 1.5m and branch shortening x 1 Ash (T2)

Stanbrook Cottage Sailing Club Road Bourne End Buckinghamshire SL8 5QS

Ref. No: 20/07463/CTREE | Received: Tue 22 Sep 2020 | Validated: Tue 22 Sep 2020 | Status: Pending Consideration

LMPC Comment tree comment

Lift to a height of 6-7 metres from ground level, tip back from out building to give a 3 metre clearance and from phone lines by 1-2 metres x 1 Horse Chestnut (T1), crown reduce to suitable growth points by 1-2 metres x 1 Yew (T2) and trim back to boundary x Conifers (G1)

Heronsgate The Avenue Bourne End Buckinghamshire SL8 5RD

Ref. No: 20/07461/CTREE | Received: Tue 22 Sep 2020 | Validated: Tue 22 Sep 2020 | Status: Pending Consideration

LMPC Comment tree comment

Householder application for construction of two storey front extension incorporating porch with gabled roof, single storey side and rear extension, enlargement of existing dormer to create additional living accommodation to existing first floor, detached double garage, entrance gates, fencing and hardstanding to front, fenestration alterations and creation of new verge crossover from Lockbridge Road

Conkers Lockbridge Road Bourne End Buckinghamshire SL8 5QT

Ref. No: 20/07429/FUL | Received: Fri 18 Sep 2020 | Validated: Thu 24 Sep 2020 | Status: Pending Consideration

LMPC Comment Parish Council to visit site – PE & GF and to feed in comments to Clerk before 19th

| | | |
|---------|---|---------------------------|
| | <p>Certificate of Lawfulness for proposed works to a listed building comprising of repainting and repairing the current external windows Storrs Church Road Little Marlow Buckinghamshire SL7 3RZ Ref. No: 20/07407/CLPLB Received: Mon 14 Sep 2020 Validated: Tue 29 Sep 2020 Status: Pending Consideration <u>LMPC Comment</u> No objection</p> <p>Certificate of lawfulness for proposed second access Little Streams The Avenue Bourne End Buckinghamshire SL8 5QY Ref. No: 20/07351/CLP Received: Thu 10 Sep 2020 Validated: Wed 16 Sep 2020 Status: Pending Consideration <u>LMPC Comment</u> No objection</p> <p>Householder application for construction of part single storey, part two storey front, side and rear extensions with demolition of existing detached garage 9 Wendover Road Bourne End Buckinghamshire SL8 5NS Ref. No: 20/07346/FUL Received: Thu 10 Sep 2020 Validated: Tue 15 Sep 2020 Status: Pending Consideration <u>LMPC Comment</u> Object overdevelopment</p> <p>Retrenchment works to remove up to 2-3m of branch length x 1 Acer negundo (T1) and branch length reduction by 1-2m x 1 Acer Negundo (T2) The Chantry Sailing Club Road Bourne End Buckinghamshire SL8 5QS Ref. No: 20/07323/CTREE Received: Tue 08 Sep 2020 Validated: Tue 08 Sep 2020 Status: Pending Decision <u>LMPC Comment</u> Tree comment already submitted</p> <p>Height reduced by 1.5 - 2m and thinning of approximately 15% to reduce overall width to Goat Willow Tree to rear garden and trim over hanging branches to allow more light into the garden and onto boundary hedge. Sheerwater Lockbridge Road Bourne End Buckinghamshire SL8 5QT Ref. No: 20/07208/CTREE Received: Wed 26 Aug 2020 Validated: Thu 27 Aug 2020 Status: Pending Decision <u>LMPC Comment</u> Tree comment</p> <p>The Clerk to circulate certificate of lawfulness application for Pump Lane North – Councillors to feed back comments</p> <p>The Clerk to contact Buckinghamshire Council and request information on delegated decisions taken on applications considered at previous PC meeting.</p> | <p>Clerk</p> <p>Clerk</p> |
| 2114/20 | <p>8. The Pavilion and Recreation Ground - a) To review and agree Premises Hall Hire Agreement & location of Pavilion Key The Council RESOLVED to agree to the amended Premises Hire Agreement subject to adding cross reference to COVID 19 additional terms and conditions and addition of new COVID 19 occupancy numbers: Abbotsbrook Hall: 12, Pavilion 10 and Chapel 4. The Council RESOLVED to leave the Pavilion key at the Farm Shop b) To consider complaint received by Parishioner regarding siting of the bin in the playground area</p> | <p>Clerk</p> <p>Clerk</p> |

Chairman initials3

.....

| | | |
|---------|---|--|
| | <p>The Council RESOLVED to ask Buckinghamshire Council to empty the bin on a more regular basis, but not re-site the bin. Parish Council thanks are to be passed on to the Blairs for their assistance in ensuring litter bins do not overflow.</p> <p>c) To consider playground inspection report The Council RESOLVED that the Clerk should make contact with the company who supplied and fitted the Brig and ask for comments following ARD's inspection report, as well as finding the post installation report. Councillors Phil Emmett & Anna Crabtree would review the equipment and the report's recommendations highlighted yellow and draw up a plan to implement these recommendations.</p> <p>d) To consider request to install a memorial bench on Recreation Ground The Council RESOLVED to apply the same bench policy as Fern Lane Cemetery to the request and agree to a bench being sited at the Recreation Ground by the Pegrum family. Councillor Geoff Fitchew to communicate agreement and policy to family.</p> <p>e) To consider quotes for removal of dead trees around Recreation Ground Two quotes would be available at the next parish council meeting.</p> <p>f) To consider Pavilion boards quote intended to display cricket photographs, notices/signage, pre-school work The Council RESOLVED to agree to the quote from W Prior to create council noticeboards and rehang cricket club photographs. The Chairman also recorded thanks to the Clerk for managing the refurbishment of The Pavilion.</p> | <p>Clerk</p> <p>Clerk</p> <p>GF</p> <p>Clerk</p> |
| 2115/20 | <p>9. Abbotsbrook Hall – a) To review and agree Premises Hall Hire Agreement The Council RESOLVED to agree to the Premises Hire Agreement subject to adding cross reference to COVID 19 special terms and conditions and addition of new COVID 19 occupancy numbers: Abbotsbrook Hall: 12, Pavilion 10 and Chapel 4.</p> | |
| 2116/20 | <p>10. Burial Ground a) To consider quotes to prepare area for new burial plots The Council RESOLVED to accept the quote from S R FARM Services</p> | Clerk |
| 2117/20 | <p>11. Buckinghamshire Council Update from Charles Brocklehurst, Interim Head of Special Projects Charles Brocklehurst gave a five topic update:</p> <ol style="list-style-type: none"> 1. Recap on recent Parish Council 'bulletin' 2. Variation to the Restoration Plan 3. Proposed extended Temporary use 4. Proposed 'After Uses' 5. Wider Country Park Benefits <p>1. Bulletin - Work in progress:</p> <ul style="list-style-type: none"> - Film company temporary use extending to Carrington field (ancillary parking & marquees) - Cadent high pressure gas main protection works (parallel to Coldmoorholme Lane) prior to tree works - Muschallick Road pothole repairs - First phase of Lake's 'Perimeter Path' surfacing complete <p>2. Restoration Plan</p> <ul style="list-style-type: none"> - Lafarge didn't complete restoration plan and Bucks County Council didn't enforce - Technically requires completion - Lafarge 'cover up' of ground obstructions necessitates changes - Planning Application to be submitted shortly, to provide a 'new start' <p>3. Temporary Use</p> <ul style="list-style-type: none"> - Planning to apply for extension of permitted film set use for a further 3 years. No guarantee that funds will be ploughed back into Country Park but trying to make it a S106 commitment <p>4. After Use</p> <ul style="list-style-type: none"> - Nothing crystallised yet on leisure uses (will consult when plans are made) - Working with Community Partnership on Habitat Improvement Management Plan, to enable drawdown of Thames Water grant | Clerk |

| | | |
|---------|--|-------|
| | <ul style="list-style-type: none"> - Bucks Council to be Accountable Body/project manager <p>5. Country Park</p> <ul style="list-style-type: none"> - Carringtons willing to donate some of their land for potential School Lane pick up & drop off (consultation with School required) - Potential for S106 monies from proposed Hollands Farm development ('Suitable Alternative Natural Greenspace') - QS/Project Managers to be appointed to procure the specialist contractors required to clear the Back Stream in accordance with Council regulations - planning to start work on Moor Lane to Westhorpe Farm Lane cycleway works - Hoping to obtain agreement from Carringtons to extend footpath from Fern Lane across Carrington land to Country park - No progress yet on cycleway on Marlow Trust land | |
| 2118/20 | <p>12. Little Marlow Village Triangle</p> <p>a) To consider request to site planters on triangle</p> <p>Due to a misunderstanding the planters had already been installed. The Council praised the Community initiative and RESOLVED to grant retrospective permission provided the Community undertook to maintain the planters.</p> | Clerk |
| 2119/20 | <p>13. COVID 19 Update</p> <p>a) To receive an update from the COVID-19 Committee</p> <p>Cllr Brownridge reported that the COVID 19 Committee met on 14 September to consider the implications for the Parish Council of the changes in restrictions on the number of people who can meet together – the so-called rule of 6 - announced by the government on 9 September, which came into force on 14 September. Having studied the guidance, the Committee concluded that as indoor exercise classes were allowed to continue to take place with larger numbers present, provided that groups of more than 6 did not mix, we were happy for the yoga, pilates and Tai chi classes to continue provided that they followed the new guidance; that the pre-schools could continue to meet in our halls as they were exempt from the rule of 6; that the BEJSC football could restart as organised outdoor sport for under 18s was also exempt from the rule of 6. In all cases, the Committee had seen and were satisfied with the risk assessments produced by the organisations and with the measures they were taking to minimise the spread of the virus. The guidance also strongly advised that activities where there was a significant likelihood of groups mixing and socialising and where it would be difficult to prevent mingling and therefore breaking the law should not take place in a community facility. Examples of such activities included the WI and book clubs. The Committee discussed the implications of the Rule of 6 for the playground and agreed that the Clerk should put up signs advising that no more than 6 people could be in the play area at any given time and that she should also write to Little Marlow school to ask them to inform parents.</p> <p>Subsequent to the meeting, the Council received guidance from NALC about NHS Test and Trace and in particular the new regulations which came into force on 18 September making it a legal requirement for venues to log details of visitors, customers and staff and also the requirement for Local Council venues and buildings to register for an official NHS QR code and display the official NHS QR poster from 24 September. The Clerk duly registered all the Council premises, put up posters and notified our users. Cllr Brownridge also amended the Council's COVID 19 additional Terms and Conditions of hire to reflect the new regulations.</p> <p>b) To consider NALC advice that the council continues to meet remotely</p> <p>Cllr Brownridge reported that since the last Parish Council meeting, the guidance for the safe use of multi-purpose community buildings and for the safe use of Council buildings had been updated, most recently on 1 October. These continued to recommend that where Council meetings can take place digitally without the need for face to face contact, they should continue to do so. She highlighted recent guidance from NALC and BMKALC confirming this. In the light of this, Council RESOLVED to continue to meet remotely.</p> | Clerk |
| 2120/20 | <p>14. Reports from Outside Bodies:</p> <p>a) Marlow Society</p> <p>Cllr V Morton reported that the Marlow Society thought they had objected to Globe Park Car Park extension. She would make contact and suggest the objection be lodged even if late.</p> | |

| | | |
|---------|--|-------|
| | <p>b) South West Chilterns Community Board</p> <p>Cllr Brownridge reported that since the last Parish Council meeting, she had attended 5 Community Board meetings: two Transport, Infrastructure, Re-opening of High Streets and Regeneration Working Groups, two COVID 19 Working groups covering mental health issues, community well-being, youth and loneliness and one of the main Community Board. A few more Parish Councils had been represented at these meetings but they were still dominated by Bucks Councillors and Marlow. That said, the Chairmen of the working Groups and the main Board had said that they were keen to ensure that Community Board money was spread across the whole community board area. Parish Councils wishing to submit proposals for funding have to do so via their Bucks Councillor. For LMPC that would be via Cllr David Johncock or Cllr David Watson. Councils had to be prepared to provide matched funding. Much of the work will be done and decisions taken by the subgroups and then brought back to the board for ratification. Cllr Brownridge thought it important that LMPC were represented on the main board but also on the working groups. It was likely that there would be a discussion of future ways of working at business parks including Globe Park at the next TIRR meeting. This could have implications for LMPC. There was also a plan to invite Swish fibre to a future TIRR meeting to see if the upgrade to broadband they had done in Marlow could be extended to Bourne End and other areas covered by the Community Board. Cllr Brownridge had flagged up that Little Marlow should not be bypassed. Cllr Brownridge said that she would be happy to continue attending these meetings but it had become too onerous for her to do so on her own. She therefore hoped another Councillor might volunteer to attend the COVID 19 working group meetings and to accompany her remotely to the main meetings.</p> <p>c)WDALC</p> <p>Cllr Brownridge attended the quarterly meeting of WDALC and its AGM on 17 September. She was re-elected as Chairman. Claire Hawkes, the services Director for Localities and Strategic Partnerships at Bucks Council briefed the meeting on the work her Directorate had been doing since Bucks Council came into being. Not surprisingly this had been very much focussed on COVID initially but was now turning to other issues. She was keen to be an advocate of Town and Parish Councils and to develop the partnership between Bucks Council and Town and Parish Councils. One action Claire had taken was to keep the Wycombe Rural Forum going. She was now looking again at the Town and Parish Council Charter and was re-starting the quarterly Parish Liaison meetings on 14 October. Emma Denley, the Localism Manager also attended the meeting and briefed Councils on the work the Directorate had done to support the vulnerable during the lockdown, then lessons learned and their plans for any future lockdowns.</p> | |
| 2121/20 | <p>15. Parish Clerk's Report: Clerk working back in the office Mon – Thu 9.30 – 1.30. Office closed. Pavilion refurbishment complete apart from loft. Barrier key & office key safe set up. Website accessibility statement added to LMPC website by 23 Sept. Allotment invoices & 2020 agreement distributed. ABH easement invoices hand delivered by Kath, invoice payment due by 31st Dec. Bourne End Junior Sports Club back and using pitch for season. New allotment gate post installed. Cllr R Mash reported that the Winchbottom street light is still on constantly. Clerk to follow up.</p> | |
| 2122/20 | <p>16. Correspondence to the Council</p> <p>WI – Thanks with regards to Pavilion Refurbishment</p> <p>LM Preschool – Thanks with regards to Pavilion Refurbishment. Query on number of chairs ordered.</p> <p>The Chiltern Society – regarding request for support to list local pubs as “Assets of Community Value”: King’s Head & Queen’s Head.</p> <p>Marlow Bottom Parish Council – request for support to list Three Horseshoes as “ACV”.</p> | Clerk |
| 2123/20 | <p>17. Public participation – maximum 15 minutes</p> <p>Buckinghamshire Councillor David Watson – Community Boards are beginning to gather momentum. Bucks Councillors on South West Chilterns Community Board have been allocated £1000 each to spend between now and December on Community Projects. Request that the Parish Council also support listing Black Lion to be included as Asset of Community Value.</p> <p>Buckinghamshire Councillor David Johncock – met with Swish and discussed plans for the area. Extending their broadband provision from Marlow to Beaconsfield. Will not be able to extend to Little Marlow, Bourne End, Flackwell Heath and Wooburn for another year.</p> | |

| | | |
|---|--|--|
| | Planning – certificate of lawfulness is dealt with by Buckinghamshire Council Legal Team – no need for Parish Council to respond to. Community Boards – Important that Residents’ Associations & Parish Councils come forward with project ideas. | |
| 2124/20 | 18. Confidential items- refer to 6c | |
| 2125/20 | 19. Items to be included on the next Agenda- None | |
| 2126/20 | 20. Dates of the next meetings: , Budget Meeting 22 nd October 2020 at 1.30pm, Parish Council meeting 10 th November 2020 at 8pm | |
| There being no further business to be transacted the meeting was closed at 22.12hrs | | |

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 | BALC | Bucks 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.