

LITTLE MARLOW PARISH COUNCIL
Community Office, The Pavilion, Church Road, Little Marlow, Bucks. SL7 3RS
01628 890301

Notice of the Meeting of Parish Council

Membership: All Councillors

Dear Sir/Madam,

I hereby give notice that the **MEETING** of the Parish Council of the above named Parish will be held at THE PAVILION on **Tuesday – 5th April 2016**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Emma Marsden

Mrs E L Marsden - Clerk to the Council
To Cllr

Dated 29th March 2016

BUSINESS TO BE TRANSACTED

All members of the press and public are invited to attend.

1. To receive and accept any apologies for absence.
2. Declarations of Interest – personal or prejudicial
3. To approve the Minutes of Meeting on the 23rd February 2016.
4. To take Reports from those Minutes for NOTE.
5. Finance: a) To approve Income and Expenditure report for February 2016 & March 2016
b) Payroll Administrator – Increase in costs of £10 annually
c) External Auditor for 2017/18 consideration on whether to opt out of NALC appointed auditor
6. Little Marlow School Lane Safety Working Party – consideration of proposal for improved pupil safety and improvement in vehicles using School Lane.
7. Planning Report- a) Consideration of planning applications and decisions
b) Green Belt Assessment Plan c) Petition regarding Parish Council appealing Planning decisions.
8. Burial Ground
a) Consideration of amending regulations which allows non-parishioners to be interred.
9. Allotments a) Consideration of price increase for 2017/18 season.
b) Grass Cutting communal areas of the allotment.
10. The Pavilion and Recreation Ground
a) RoSPA annual inspection 2016 b) ARD Quarterly Playground inspections 2016/17
11. Abbotsbrook Hall
a) AB Licence update for NOTE b) Car park repairs update for NOTE
12. Action Plan
a) Review of Action Plan 2015/16
b) Consideration of priorities for Action Plan 2016/17
13. Review of Risk Assessments for 2016/17
14. Newsletters – delivery of Spring 2016 newsletter.
15. Little Marlow Lakes Country Park update on current situation.
16. LaFarge Tree Restoration Project for NOTE
17. Insurance for 2016/17 – Consideration of quotation for annual insurance provision.
18. Annual Parish Meeting – consideration of speaker and format
19. Reports from Meetings at Outside bodies:
a) WDALC Training b) Marlow Society c) SLCC Bucks Branch Mtg
d) WDC Clerks Meeting e) SLCC Practitioners Conference f) Abbey Barn Liaison Grp
g) Civic reception Marlow h) Civic reception WDC I) WDC Rural Forum
20. Correspondence to the Council.
21. Public Participation – maximum 15 minutes
22. Items to be included on next Agenda
23. Dates of Future Meetings:- – 17th May Annual Council Meeting starting at **7.30pm**, followed by Council meeting, 27th May APM, 28th June, 26th July, 6th September

FEBRUARY 2016

Date: 29/03/2016

Little Marlow Parish Council 2015/16

Page No: 179

Time: 14:12

Cash Book 1

User : ELM

Bank Current Account

For Month No : 11

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2016	Christine Samuels (AB Admin)	SO	79.65			2101 201	79.65	Salary Jan 16
01/02/2016	Gregg Taylor	SO	610.47			2105 201	83.23	AB Grass Jan 16
						3505 305	527.24	BG Grass Jan 16
02/02/2016	Diane Malley (payroll)	003920	50.00			1170 101	50.00	Diane Malley (payroll)
02/02/2016	Society of Local Council clerk	003919	174.00		29.00	1108 101	145.00	Quotes, Tendering Course Clk
09/02/2016	Society of Local Council clerk	003921	213.20		14.20	1108 101	199.00	Practitioners Conference Clk
09/02/2016	Abbotsbrook Estate Limited	003922	421.12			2113 201	421.12	AB Estate Wayleave payment
09/02/2016	Information Commissioners Offi	003923	35.00			1170 101	35.00	Data Protection Register
09/02/2016	O2 (Telefonica)	003924	18.60		3.10	1121 101	15.50	Broadband
11/02/2016	Wycombe District Council	CASH	33,458.00			1562 105	33,458.00	S106 Monies for Country Park
15/02/2016	Bucks County Council	SO	325.72			1101 101	325.72	Pension Clerk
16/02/2016	Bucks County Council	003925	10,000.00			1581 101	10,000.00	VAS payment to BCC
16/02/2016	Playground Facilities Ltd	003926	1,373.54		228.92	3972 309	1,144.62	Picnic table & maintenance
22/02/2016	Contract Natural Gas	DD	130.39			3915 309	130.39	Gas PAVilion
22/02/2016	Contract Natural Gas	DD	145.71		6.94	2115 201	138.77	Gas AB Hall
23/02/2016	Allectric (R Carlton)	003928	297.00			3936 309	297.00	Emergency lighting Pavilion
23/02/2016	Swift Digital Services	003929	28.80		4.80	1170 101	24.00	Photocopier usage Nov to Feb
29/02/2016	BT	DD	121.53		20.25	1121 101	101.28	Line rental, answering service
29/02/2016	Veolia Environmental Services	DD	291.95		48.66	2117 201	121.64	refuse collection A
						3917 309	121.65	refuse collection Pav
29/02/2016	Christine Samuels (AB Admin)	SO	79.65			2101 201	79.65	Salary Feb 16
29/02/2016	Peter Samuels (AB Caretaker)	SO	68.03			2101 201	68.03	Wages Feb 16
29/02/2016	Emma Marsden	SO	1,097.54			1101 101	1,097.54	Wages Feb 16
29/02/2016	Gregg Taylor	SO	610.47			2105 201	83.23	Grass AB
						3505 305	527.24	Grass BG
Total Payments for Month			49,630.37	0.00	355.87		49,274.50	
Balance Carried Fwd			3,027.41					
Cash Book Totals			52,657.78	0.00	355.87		52,301.91	

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,732.98				2,732.98	
Banked on : 02/02/2016		971.30					
500203	Sally Kitching	277.80			3981 309	144.65	Pilates Pavilion
					2180 201	133.15	Pilates - AB
500203	Schroeder	150.00			2181 201	150.00	AB Licence
500203	Abdalla	435.00			3581 305	435.00	Memorial Stone
500203	Abbotsbrook Hire Income	108.50			2180 201	108.50	Revenue January 16
Banked on : 09/02/2016		33,458.00					
	Precept Account	33,458.00			201	33,458.00	S106 Country Park monies
Banked on : 09/02/2016		3,000.00					
	Precept Account	3,000.00			201	3,000.00	Cash transfer
Banked on : 16/02/2016		10,000.00					
	Precept Account	10,000.00			201	10,000.00	VAS Transfer
Banked on : 17/02/2016		2,495.00					
500204	Arnold Funeral Svs Marlow	660.00			3580 305	660.00	Ashes interment
500204	REDACTED	1,080.00			3581 305	1,080.00	Memorial stone
500204	REDACTED	330.00			3581 305	330.00	Memorial Stone
500204	REDACTED	360.00			3581 305	360.00	Memorial stone
500204	REDACTED	8.75			3180 301	8.75	Allotment Rent
500204	Pavilion income	56.25			3981 309	56.25	Pavilion income
Banked on : 17/02/2016		0.50					
500204	Pavilion income	0.50			3981 309	0.50	Pavilion income
Total Receipts for Month		49,924.80	0.00	0.00		49,924.80	
Cash Book Totals		52,657.78	0.00	0.00		52,657.78	

Little Marlow School Lane Safety Working Group

Recommendations to the Parish Council

5th April 2016

Objectives

The objectives of the working group were to identify a number of solutions to improve safety in school lane and make a recommendation to the Parish Council. In doing so the group considered the impact of these recommendations on the residents of the village.

Membership

The working group comprised of:

- Rob Murray (Chair and parent LMS)
- Emma Marsden (Clerk)
- Jason Downes (Parish Council)
- William Northcroft (LMRA)
- Mary Bruce (Governor Holy Trinity and Little Marlow Federation)
- Anthea Falk (Parish Council)
- Philip Emmett (Parish Council)
- Bernard Burger (LMRA)
- Katy Fox (Parent LMS)
- Caroline Lock (Head Teacher LMS)

Roles and Responsibilities

The remit of the group was to:

- Identify a broad range of options to achieve the objective
- Research each option
- Critique each option based on delivery of the objective, feasibility, cost and other criteria as agreed by the group
- Identify the best solution
- Consult with residents
- Present the recommendations to the Parish Council

A Pressing Issue

Independent research carried out among parents identified a significant concern among parents relating to the safety of their children in School Lane. The main research findings were:

- The vast majority of parents bring their children to school by car. This is because:
 - They live more than a mile away
 - Many have a second destination on the journey
- There are significant concerns relating to the safety of children in School Lane. Only 8% said that they felt that their children were safe. A concerning 58% said that they felt that their children were unsafe
- 94% cited the lack of a safe path or path as a safety concern with nearly as many concerned about car movements
- 100% asked for a safe path or path. 36% asked for a designated parking area
- Car sharing would be considered by just over 1/3 but, for a majority, practical considerations rule it out, suggesting that this is only a partial solution.

During the project there were 2 known near misses involving school children getting dangerously near to moving cars.

A number of solutions were explored

Our detailed findings for each solution are in the appendix but a summary is:

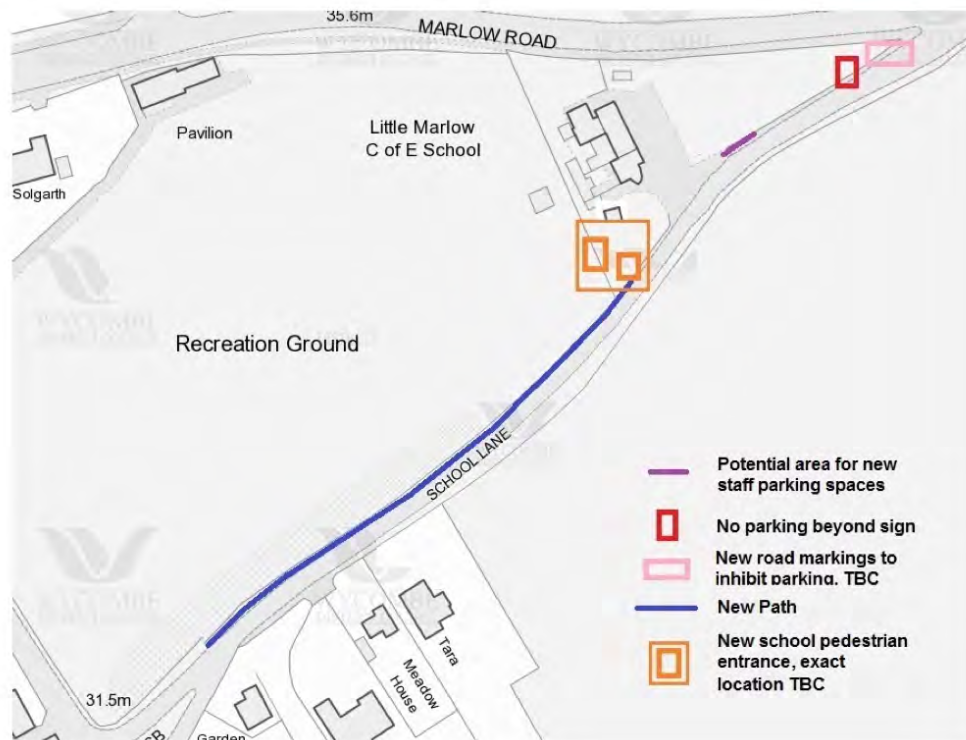
Option	Decision
Provide a school bus service to collect children from Marlow, etc.	Rejected due to funding and resource issues.
New staff car park enabling drop off zone.	Rejected due to planning issues, negative impact on village and weak impact on safety.
Car sharing, possibly enabled by app.	Included in plan but impact only partial solution due to majority of parents having other children and carrying on to other destinations. See recommended plan.
Path on south side of cricket field.	Despite good impact on safety, rejected due to impact on hedge (multiple entrances) and field.
Extension of path beyond pavilion, with enlarged car park.	Despite good impact on safety, this is a more expensive and disruptive solution than other options.
Path along school lane (between road and hedge) from the “layby” to the last hedge entrance before the school, then inside to a new school entrance.	Included in our recommendations due to good impact on safety and good feasibility. See recommended plan.
Car park in school green area.	Rejected due to significant planning issues (green screen), negative impact on school play area and minimal safety impact – parents would still park along School Lane.
Lease land opposite school from Carrington Estate to create large school car park.	Rejected due to funding and feasibility issues.
Lower speed limit and safety signage.	Included in the plan but, in isolation, does not have significant impact on safety.

Recommendation

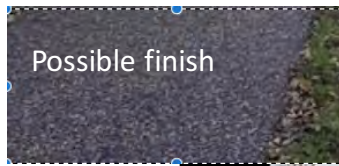
The working group has reached a clear recommendation. We are asking the Parish Council to support the following multi-point plan:

1. Actively encourage car sharing among parents including a trial of a car sharing app. Action: School / PTA
2. Request a 20mph speed limit zone. Action: Bucks CC
3. Install improved safety signage around the school including a no parking sign and white lines between the school and the junction to the east. Action: Bucks CC (already in hand)
4. Build a path along the north side of School Lane starting at the layby and finishing at the hedge gate nearest the school. Build a path from here to a new security entrance from the field (replacing the existing entrance). See map below. N.B. Seer green have implemented a similar path and we can learn from their experience. Action: Parish Council
5. Continue school education programme with children, parents and staff as part of the school travel plan. Action: School / PTA
6. Explore provision of 2-3 more staff parking spaces adjacent to the existing ones. See map below. Action: School

Map showing overall scheme



Path visual



Map showing proposed new parking spaces for school



Appendix

Detailed review of each option explored

Option 1

Option	Name of option <ul style="list-style-type: none">• School Bus Provision
Summary	Describe the option here in one paragraph <ul style="list-style-type: none">• Children from the school would be transported to/from school on a bus.
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none">• A private coach would be employed to collect and drop-off children to a designated point(s) in Marlow.• The coach would need to have an adult escort on board to look after the children during the journey.• The school would help disembark the children at LM and board them at the end of the day.• The use of the coach would need to be administrated by someone – school?
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none">• Transporting children on a bus would decrease the number of cars entering/exiting the village and so would reduce the risk to the children walking on the road.• Children would be travelling in a coach and would therefore need to be checked that they were using their restraint correctly otherwise in the event of an accident, they would be harmed.• The collection zone in Marlow could have safety implications depending on where it was and how easy it was for parents to wait with their children.• Additional benefits: Reduction in emissions in the village, reduction of emissions locally, less congestion generally during drop-off/collection times, less congestion in the locality, more social option for the children, aid working parents.
Feasibility	Explain how feasible this option is <ul style="list-style-type: none">• There are no established public bus routes.• The Local Authority is not legally required to provide Home-School transport to pupils to LM and so would not be required to provide such a service. As school

	<p>transport is facing further funding cuts, it is extremely unlikely that the LA would agree to provide such a service.</p> <ul style="list-style-type: none"> • This option would have to use private transport – the collection zones therefore would depend upon the right of a private coach to park (possibility of having one collection zone at Holy Trinity as our link school in Marlow?) • The school would not receive any additional budget share to fund such a scheme and therefore all costs would have to be borne by users of the scheme as the school does not have financial capacity to pay for the scheme. • The scheme would require additional employees to act as escort which will also have implications on the school’s budget share – this would have to be looked at to see if the school can cover the cost. If not, these additional costs would have to be passed to users. • The children attending Little Marlow are aged 4-7, this is very young to be responsible for one’s self in the morning. • This scheme would require up-front payment which could be administrated by school. This would increase work load for our finance staff and may have an impact on their ability to carry out their current duties.
<p>Risks</p>	<p>Identify any risks including any unintended consequences (e.g. impact on village)</p> <ul style="list-style-type: none"> • Low take up would result in large costs for parents. • Recruitment of suitable escort may be challenging as low number of hours per week at anti-social times. • Adverse weather/coach break down possibilities • Will parents be disciplined to get their children to and collect from pick up point at the correct times? • Reduction in contact between school and parents/carers means increase pressure on telephone/email communication of key information. School/parents would lose the ‘personal touch.’ • Some children find the start of the school day difficult and their anxieties might be increased if they leave their carer to board a bus rather than at the school gate. • Decrease in the community spirit at the school gate – decreased opportunities for families to engage with one another and with school staff. This may reduce the ability of the school to fully support its

	<p>community.</p> <ul style="list-style-type: none"> • Safe Guarding concerns – the staff will not have such a good understanding of their children’s home circumstances and thus key clues might get missed for longer. • Congestion moved away from LM but to the area around the collection zone – this could have knock on safety implications. • Missed buses – would parents be able to organise transport at short notice?
Costs	<p>Likely costs and any thoughts on funding</p> <ul style="list-style-type: none"> • A one way bus journey from LM to HT costs £95 for a 60 seater coach, this is £950 per week – for a 34 week year the total cost would be: £32, 300. • If it is full, then the cost per child would be: £1.58 per journey (a cost of £15.80 per child, per week for a return journey, for a full 34 week year this would be £537.20) If numbers were below 60, the cost would therefore increase. It is likely that the parents would also have to pay a proportion of the cost of a school escort. • There is no room in the school’s designated budget share for this scheme and so success would depend upon parental take-up.
Other issues	<p>Any other relevant information</p> <ul style="list-style-type: none"> • The school does not currently have yellow zig zags which is where buses would park. • The children in Years 1 and 2 do use coaches on a weekly basis in the Spring term and so school staff are training them how to travel safely on such transport. • Jason is on a committee looking at Marlow bus routes – possibly better routes to/from the village in the future may mean that this option becomes more feasible.

Option 2

Option	Name of option <ul style="list-style-type: none">Increased Car Parking on site at LM School/creation of drop-off zone.
Summary	Describe the option here in one paragraph <ul style="list-style-type: none">Staff from LM school would park their cars in a new car park created using the land at the bottom on the field thus leaving the current car park clear to become a drop-off zone.Rather than parking along school lane, parents would instead queue in their vehicles and wait for their turn to drop-off their child at the school gates.
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none">A new car park would be built on the land at the bottom of the school field.Staff would park their cars here leaving the current parking spaces free to be turned into a drop-off zone.Parents would queue along school lane to wait for their turn to drop-off their children rather than parking and walking their children into the school.On collection, parents would wait in their cars in turn to collect their child who would be ought to their car in the drop-off zone.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none">Would remove the need to park cars and walk children to the school gates.There would be a queue of traffic through the village which might have a negative impact on traffic flow in/out of the village by the pub entrance.Exit out of the village is determined by the traffic flow along the main road. On busy days, cars would have to queue for longer as spaces can only become available to drop off if a car can move out towards the exit of the village.Would be voluntary and therefore we might still have children walking on the roads in and out of queuing cars.Children would need adult assistance to remove/fasten their safety belts. Thus an adult outside of the cars is essential.There will be an increase in emissions as queuing cars

	<p>wait for their turn to pull in/out. This would have particular consequences on asthma and other respiratory illness sufferers.</p> <ul style="list-style-type: none"> • The land at the end of the school field is currently a 'green shield' and its removal may have negative safety implications which would need to be investigated. • Use of this land for other purposes may have an impact on the safety at this end of the school site. • The lights needed to make sure the car park was safe for staff to use during early morning/evenings in winter may have a negative impact on the road users. • It may not be safe for staff to pull out of the new car park so close to the junction. • Other road users may still wish to travel down School Lane – is there an increased risk of collision if cars are pulling in/out of the drop-off zone or does the drop-off zone reduce this to one area only?
Feasibility	<p>Explain how feasible this option is</p> <ul style="list-style-type: none"> • Would require planning permission as the land is currently designated for use as a green shield – timing/cost and would require the support of LA and/or Diocese as LM is voluntary aided Church School. • Little Marlow is in a conservation area – would planners agree to increased parking with the necessary lighting? • Would require a drop-kerb and thus planning would consider if it was safe for there to be an entrance/exit at this point onto a public highway. • The land would have to be cleared and a suitable car-parking surface laid – costs? Funding? • Safety lights would need to be installed. • A safe pathway from the school building to the car-park would need to be built. • School may have to adjust the times of the school day – this would need to be done in consultation with other local schools and HT and Marlow Infants. • Can the school provide the necessary adult support without reducing teaching times? What will be the financial cost of this? • Would require the informal one-way system to be strictly adhered to be all road users.
Risks	<p>Identify any risks including any unintended consequences (e.g. impact on village)</p> <ul style="list-style-type: none"> • Lengthy queues cause reduce traffic flow in other

	<p>areas of the village – this could make it harder for residents to exit the village from the pub entrance.</p> <ul style="list-style-type: none"> • Increased air pollution from queuing cars in the village – health impacts. • Will not reduce traffic and may make it more dangerous for walkers in the village. • Increased lighting in the village – light pollution and risk to road users. • Removal of ecology from cleared site. • Reduction in teaching time as longer drop-off times needed to facilitate drop-off zone. • Requires the informal one-way system to be adhered to by all road users – could this be achieved?
Costs	<p>Likely costs and any thoughts on funding</p> <ul style="list-style-type: none"> • The school could apply to the Diocese for LCVAP funding – the Diocese would decide if the plan was a priority action. The school would have to fund 10% plus an admin fee of any Diocese contribution. • The school could apply to the LA for funding – it would decide if it were a priority spend. They would then approach the Diocese for an agreed contribution of which the school would have to pay 10% plus an admin fee. • Bids for the forthcoming financial year have already been submitted – this could be part of the 2017/18 cycle at the earliest. • The school budget for 2016/17 is in the process of being agreed and funds are already committed for other priority spend.
Other issues	<p>Any other relevant information</p> <ul style="list-style-type: none"> • Would this reduce willingness to car share thus not resulting in a reduction of traffic in the village? • CL to audit staff parking on School Lane to ensure that staff cars are not responsible for poor vision at the turning. • CL to request that the Governing Body look at the feasibility of increasing the current car park at LM by 2/3 spaces.

Option 3

Option	Name of option <ul style="list-style-type: none"> • Car Sharing
Summary	Describe the option here in one paragraph <ul style="list-style-type: none"> • Parents/carers will be encouraged to car share whenever is possible. This could be supported through the use of an online APP which will help parents coordinate their travel plans/needs.
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> • The school would encourage car sharing as a preference to individual families bringing their children in their own cars. They would support the use of an online APP to facilitate parents to coordinate their travel plans/needs. • The benefits of car sharing would be publicised on the school's website and in its literature. • The school could introduce a car-sharing incentive – for example, children could collect extra SMART tokens for SMART transport.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> • The number of cars involved in the school drop-off/collection will be reduced thus fewer cars to pose a risk to the children. • Additional benefits: Reduction in emissions in the village, reduction of emissions locally, less congestion generally during drop-off/collection times, less congestion in the locality, more social option for the children, aid working parents as turn taking reduces the pressure on all families to have to do the daily school run, develop stronger sense of community within the school population.
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> • Would be voluntary so relies on parental buy-in. This could be improved by strong support from school, local community and parents who find it a helpful option.
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none"> • Child protection concerns. • If a parent is involved in an accident with someone

	<p>else's child in the car, what would the implications be?</p> <ul style="list-style-type: none"> • How can we guarantee that volunteers have appropriate child restraints, insurance and cars which are road-worthy? • What happens in the event of a break-down in communication, illness etc
Costs	<p>Likely costs and any thoughts on funding</p> <ul style="list-style-type: none"> • Parents who do not wish to car share may also object to 'rewarding' families that do. This may cause community unease.
Other issues	<p>Any other relevant information</p> <ul style="list-style-type: none"> • School has been advised that any arrangements to transport other people's children are personal/private arrangements and not the responsibility of the school. The school cannot do any organising of lift shares.

Option 4

Option	Name of option <ul style="list-style-type: none"> • Path on south side of cricket field
Summary	Describe the option here in one paragraph <ul style="list-style-type: none"> • Path would run as near to the lime trees as possible entering the school to left of present gate (could possibly link to present entrance?)
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> • There would have to be many more entrances through the hedge and drainage ditch would have to be covered. Maintenance of drainage? Would the hedge look so ridiculous that it might be better to take it away? In a conservation area, removal of hedge would raise many objections. • A path on the outside of the hedge (next to the road) would remove the need for lots of entrances.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> • Effective IF all parents use the path because the road would be relatively free of pedestrians. Survey suggests that parents would support the use of a path as all requested one and the school would make this a key message in all literature (for example the school welcome pack.)
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> • Needs to be a proper path, all weather. Tree root problems and a proper distance from trees might encroach on football / cricket boundary
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none"> • Drainage concerns?
Costs	Likely costs and any thoughts on funding <ul style="list-style-type: none"> • Unknown
Other issues	Any other relevant information

Option 5

Option	Name of option <ul style="list-style-type: none"> Extension of path beyond pavilion
Summary	Describe the option here in one paragraph <ul style="list-style-type: none"> Continue existing tarmac path beyond pavilion past play area and equipment shed
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> Parking would be at main entrance to cricket field. There is not enough room at present and parking area would have to be on grass along hedge parallel to Church Road, which is used for cricket matches and sometimes football matches. This is not a suitable in winter. In winter most football traffic parks in School Lane. Suitable surface for use in all weathers would be needed.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> Effective but a much longer walk for children
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> There is a big problem with winter use. If the tarmac of the pavilion car park is enlarged the football pitch would have to be moved to south, which would add considerably to the cost.
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none"> Enlargement of the pavilion car park would tempt more use by pub traffic making general use by the public more difficult. Any impact on movement in/out of village?
Costs	Likely costs and any thoughts on funding <ul style="list-style-type: none"> The costs may be higher than a path in School Lane. Although a School Lane path would have to be to a higher standard.
Other issues	Any other relevant information <ul style="list-style-type: none"> The path could be to general benefit of all who use the field and playground, not just for the key drop off and collection periods of the school. Would other village users have access? Could it be used for church events or football events? How would we ensure that spaces were available for school use?

Option 6

Option	Name of option <ul style="list-style-type: none"> • Path along School Lane
Summary	Describe the option here in one paragraph <ul style="list-style-type: none"> • Create a path along school lane, adjacent to the hedge
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> • A path would be created between the hedge and the road. This would start at the “layby” and end at the last hedge gate before the school. A path would go from here to a new secure entrance at the side of the school (by new classroom). The old entrance would no longer be used. Path would have to have a curb and be an all weather surface. Hedge remains in place and is just trimmed back to original line. One tree stump will need removing and there is a drainage ditch which will need to be covered.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> • The best impact because it takes all pedestrians off the road
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> • The working group walked the route and it is fully feasible. To continue right up to the school would be problematic, hence the need for a different entrance
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none"> • Drainage on/off the road would need to be considered • On-going maintenance – Who? Costs?
Costs	Likely costs and any thoughts on funding <ul style="list-style-type: none"> • Unknown but likely to be expensive • On-going costs of maintenance – who? • Seer Green School have just completed a similar project with the support of their Parish Council and with funding from Local Plan.
Other issues	Any other relevant information

Option 7

Option	Name of option <ul style="list-style-type: none"> • Use of school green area
Summary	Describe the option here in one paragraph <ul style="list-style-type: none"> • Use the ground now available for the old school rooms to make proper staff car park
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> • Take away some hedge and make hard standing within school boundary to take enough cars for all staff (including existing parking spaces) • Or, turn land currently used for green screen into car park.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> • This would avoid cars parked most of the day on the blind bend. It would ease traffic flow but not remove pedestrians from the road
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> • School would need permission from both the LA and the Diocese to change land use in this way and would be subject to planning controls. • How would this be funded? No room in delegated budget but could apply to Diocese – would be ranked alongside more urgent building works. • Green screen is currently part of the safety set up to reduce potential danger caused by the main road. How would these safety benefits be kept? • Use of land at bottom of field would require planning permission for lighting, new entrance on a blind bend and significant excavation. • BCC Highways have been consulted and it is understood that the plan to create an entrance at the bottom of the field would not be allowed due to safety.
Risks	Identify any risks including any unintended consequences. <ul style="list-style-type: none"> • New lighting needed for a car park might impact on

	<p>village.</p> <ul style="list-style-type: none"> • Having cars parked outside the school front doors would make it difficult for users to enter/exit building. • Fire Safety assembly point and access for emergency vehicles would limit where cars could be parked inside the external gates. • Reduced play space for the children – with increased numbers the school needs the current hard surface area. • Reduce facilities for the school to teach National Curriculum – especially PE, Science and Geography • Loss of green screen – has both safety and environmental impact.
Costs	<p>Likely costs and any thoughts on funding</p> <ul style="list-style-type: none"> • Cost of laying appropriate surfaces, fencing, and lighting to create a safe car park. • On-going maintenance costs – current surface is not designed for heavy vehicle use. • Environmental costs of removal of green screen.
Other issues	<p>Any other relevant information</p> <ul style="list-style-type: none"> • Environmental impact – the school’s vista would be spoilt.

Option 8

Option	Name of option <ul style="list-style-type: none">Lease / purchase of land opposite school from Carrington Estate
Summary	Describe the option here in one paragraph Make a new car park in the field opposite the school
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none">This would concentrate traffic and people movement at the eastern end of school lane. Would need a “lollipop” person at peak periods to ensure safety (of everyone) when crossing School Lane
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none">Solves the problem of walking along school lane for most parents. Removes most traffic from School Lane
Feasibility	Explain how feasible this option is <ul style="list-style-type: none">Entirely dependant on the goodwill of the Carrington Estate (CE)
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none">Would cause chaos at the Lafarge / A4155 junction
Costs	Likely costs and any thoughts on funding <ul style="list-style-type: none">Construction probably no more than putting in a footpath but purchase / lease costs would be an issue
Other issues	Any other relevant information <ul style="list-style-type: none">No point pursuing unless CE prepared to sell the land or give a long lease (c. 20years)

Option 9

Option	Name of option <ul style="list-style-type: none"> • Lower speed limit and safety signage
Summary	Describe the option here in one paragraph The speed limit in the village would be reduced to 20mph and appropriate signage would warn motorists of the reduction.
Plan in detail	Explain fully how this plan would work <ul style="list-style-type: none"> • Parish Council would need to work with Bucks LA to agree to reduce the speed limit in the village to 20mph. • Appropriate signage would then need to be installed. • A 'No Parking' past this point sign would be installed to encourage road users not to park on the blind bend and/or Highways would be asked to paint a white H zone.
Impact on safety	Give our view on how effective this will be <ul style="list-style-type: none"> • This would slow traffic down – especially non-school traffic who may not be aware of the risks. However, it would not remove pedestrians from the road.
Feasibility	Explain how feasible this option is <ul style="list-style-type: none"> • It is understood to be very costly to apply for reductions in speed limits. • Villagers and local business may object to the reduction in speed limit.
Risks	Identify any risks including any unintended consequences (e.g. impact on village) <ul style="list-style-type: none"> • Local businesses/residents may prefer to keep speed limit at 30mph. • Slower traffic make create a false sense of security when the issue is really having pedestrians on the road. Even at 20mph, a direct hit by a car can be fatal and there is very little margin for error on the road.
Costs	Likely costs and any thoughts on funding <ul style="list-style-type: none"> • It is understood to be very costly to apply for reductions in speed limits. • Funding would have to be raised as not in any stakeholder's delegated budget.
Other issues	Any other relevant information <ul style="list-style-type: none"> • Does not solve the problem of the children having to walk in the road or the problem of the cars in the village for the residents.

Little Marlow Parish Council

Planning Report – 5th April 2016 Council Meeting

Planning applications received from Wycombe District Council have a deadline date of when consultation comments must be submitted. 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.

Applications Received

App. No.	Location	Description	LMPC Comment
<u>16/05820/CTREE</u>	Abbots Close The Avenue Bourne End	Section fell T1 Sycamore & T2-T5 Cypress and grind out stumps	The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer
<u>16/05656/CTREE</u>	White Cottage The Avenue Bourne End	T1 Ash: Reduce crown of T1 Ash by 2-2.5 metres (20%), crown thin by 10%, remove deadwood and hanging branches on previously snapped limbs, all in order to relieve any stress/weight that could cause branches to fail in the future and to balance the tree.	The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer
<u>16/05501/CTREE</u>	Rowan Water 1 Spade Oak Meadow Bourne End	Reduce Willow groups T1 and T2 down to 4 metres in height; fell T3 Willow and T4 Ash; reduce crown of T5 Poplar by approximately 3-4 metres all round to reduce end weight.	The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer
<u>16/05548/LBC</u>	The Manor House Church Road Little Marlow	Listed building application for construction of single storey extension to The Manor House to form orangery with new secondary door formed to the drawing room, construction of tractor barn, new storage building, replacement timber boarded gates to secondary access, replacement wrought iron gates to main entrance and new solid timber boarded pedestrian gate onto Pound Lane	No Objection provided Listed Building Regulations are adhered too.
<u>16/05547/FUL</u>	The Manor House Church Road Little Marlow	Householder application for construction of single storey extension to The Manor House to form orangery with new secondary door formed to the drawing room, construction of tractor barn, new storage building, replacement timber boarded gates to secondary access, replacement wrought iron gates to main entrance and new solid timber boarded pedestrian gate onto Pound Lane	No Objection
<u>16/05441/FUL</u>	3 Elm Lane Bourne End	Householder application for construction of single storey side extension and erection of gates and brick pier	No Objection

Please note all applications with reference /CTREE/ CTR or /TPO the Council resolved to submit the following comment: **The Parish Council has no objection provided the work carried out is under the supervision of the WDC Tree Officer. The Council is not re-consulted on /MIN applications**
Press Ctrl and click to access applications

Glossary:

WDC – Wycombe District Council
TPO – Tree Preservation Order

N/O - No Objections
CLP Certificate of Lawful Proposed Use

Decisions

Case Ref: **15/08349/FUL** *Decision* Application Permitted *Date:* **04/03/2016**

Address: Wyevale Garden Centre Pump Lane South Little Marlow Buckinghamshire SL7 3RB

Proposal: Demolition and replacement of external display bedding canopy, erection of external display bedding canopy and canopy walkway, rationalisation and improvements to plant area, relocation of buildings, car wash, goods-in yard.

Case Ref: **15/07001/FUL** *Decision* Application Refused *Date:* **26/02/2016**

Address: Land North Of Marlow Landfill Site Marlow Road Little Marlow Buckinghamshire

Proposal: Construction of a solar energy park to include the installation of solar panels, security fencing, transformer housing, access and other associated works

Case Ref: **16/05023/TPO** *Decision* Application Permitted *Date:* **23/02/2016**

Address: The Manor House Church Road Little Marlow Buckinghamshire SL7 3RZ

Proposal: Remove epicormic basal growth from Limes T1, T2 and T3.

Case Ref: **16/05149/CTR** *Decision* Not to make a Tree Preservation Order *Date:* **23/02/2016**

Address: 7 Well End Cottages Marlow Road Bourne End Buckinghamshire SL8 5PH

Proposal: Take down the large Norway Spruce (ID# 1) located at the rear garden on east

Case Ref: **16/05112/CTR** *Decision* Not to make a Tree Preservation Order *Date:* **22/02/2016**

Address: Little Streams The Avenue Bourne End Buckinghamshire SL8 5QY

Proposal: Side lateral reduction of the branch length back to a suitable branch union from over the drive parking area to the edge of the retaining wall to Cherry Plum T1.

Case Ref: **15/08431/VC** *Decision* Application Permitted *Date:* **16/02/2016**

Address: Marlow Winery Pump Lane North Little Marlow Buckinghamshire SL7 3RD

Proposal: Removal of condition 13 attached to PP 12/06767/FUL (Erection of winery building, tractor store/equipment store, associated parking and vehicular access) to allow the site to be open to members of the public as a visitor attraction or to be used for retail sales direct to the public

LITTLE MARLOW PARISH COUNCIL



ACTION PLAN OF OBJECTIVES FOR 2015/16 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in March '16
Improve the management of the trees on Council owned land by carrying out a tree survey.	<ul style="list-style-type: none"> • Alleviate community's concerns that trees are not being properly managed • Ensure safety of public areas • Enable Council to budget more effectively 	£700 survey £6500 for identified work	Complete end March 2016	Work completed on Burial Ground trees Dec 15 at £4250 which was over agreed budget for that site, due to more work needed.	Project completed on BG trees. Survey to be started April 2016
Enhance the playground by installing new equipment	<ul style="list-style-type: none"> • The springers identified as needing replacing. • Ensure safety of children 	£1500.00	Complete end May 2015	Worked completed under budget £1343.00	Project completed
Improve access to burial ground for officials and funeral corteges by creating a bell-mouth onto Sheepridge Lane.	<ul style="list-style-type: none"> • Current access via Fern Lane difficult for hearses with limited parking for cortege • Entrance on Sheepridge Lane provides easier access and more parking but currently dangerous to exit onto Lane 	Initial £4000 which will be reviewed after obtaining quotations	Hedgerow removed Autumn 15 Tarmac Spring / Summer 16	Hedgerow removed in November 2015 at a cost of £1200. Additional hedge removed in January 16 to make sure adequate visual splay	Quotation obtained for bell mouth. Review of specification needed.

ACTION PLAN OF OBJECTIVES FOR 2015/16 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
Ensure safety of visitors to Burial Ground by arranging repair of any loose Memorial Stones	<ul style="list-style-type: none"> • Topple test showed that a number of memorial stones were loose 	approx £1500 (estimate £3000 - £4000)	Put notices on unsafe memorials in new part of burial ground and Ashes plot by Dec 15 asking relatives to get in touch Carry out remedial work in old part of Cemetery by Mar 16	Minimal progress made on memorial stones. Budget confirmed for new financial year.	Key priority for 2016/17
Improve safety of pupils at Little Marlow School and ease congestion on School Lane by forming a Working Party to find solutions	<ul style="list-style-type: none"> • Parents concerned that pupils are at risk when walking to school • School Lane congested when children are being dropped off at/collected from school • Solutions need to be acceptable to residents, school and Parish Council 	£0	First meeting of working group by Sept 15 Satisfactory solution found to safety of pupils and parking problem by March 2016	Meetings held throughout the year resulting in a proposal put forward by the Working Group to Little Marlow Parish Council. This proposal encompasses improvements to pupil safety and residents of school lane. Meetings with TfB to improve road signage / markings.	Proposal being considered at 5 th April 2016 meeting. New road markings outside the school.

ACTION PLAN OF OBJECTIVES FOR 2015/16 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
Improve safety of children using pedestrian crossing at Well End by installing Zeebrite Beacons	<ul style="list-style-type: none"> Parents concerned that school children using crossing are at risk 	£5000.00 received from LAF funding	Start of new school term in September 2015	Zeebright beacons installed in August 2015	Project completed.
Improve safety of pedestrians using Green Path on Heath End Road	<ul style="list-style-type: none"> Walkers using green path from Chepping Wycombe Parish concerned that the green path does not continue onto Heath End Road 	£5000 received from LAF funding	End of 2015	January 2016 for work to be undertaken.	Project completed
Reduce number of accidents on Sheepridge Lane by installing a VAS	<ul style="list-style-type: none"> Residents on Sheepridge Lane concerned at number of accidents on this road 	£9500 LMPC £5000 LAF £2800 Cllr Watson	ASAP Latest Mar 16	Purchase order raised, hoping for installation end March	Project completed

ACTION PLAN OF OBJECTIVES FOR 2015/16 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
<p>Reduce number of complaints from residents about the Athletics Track by forming an Athletics Track Working Party to resolve issues causing friction including outstanding planning obligations</p>	<ul style="list-style-type: none"> • Residents are concerned that operators of track have not yet met all planning obligations • Residents have complained to WDC and PC about noise and lighting from Athletics Track • Improving communication between users / operators of the track and the community could help resolve some of problems 	<p>£0</p>	<p>Form a working party with WDC, Residents Association, operators and users of track and hold meeting by end of Dec 2015 Encourage WDC to resolve outstanding planning issues by March 2016 Put a system in place by March 16 to ensure residents are informed of events which might cause inconvenience to residents</p>	<p>Had correspondence with ALF and have had a meeting with Wycombe Phoenix Harriers. New sound system has been given planning permission. LMRA advised of Athletic meeting for 2016 season.</p>	<p>Better relationship established with users of Athletics Track. One of Athletics Clubs contributing to the Spring 16 newsletter.</p>

ACTION PLAN OF OBJECTIVES FOR 2015/16 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
To ensure local community is fully informed about plans to establish a solar farm in Little Marlow and their views are taken into account	<ul style="list-style-type: none"> Community wishes to have their say about this important local planning development 	£0	Public exhibition on Solar Farm before application submitted Information available at APM in May, Fete in August, on website and in newsletter Discuss planning application Autumn 15 Submit comments to WDC by end Oct	The solar farm has been refused by WDC. WDC expect an appeal from the applicant.	Monitor the application. Liaise with WDC and residents regarding the possible appeal.

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
Improve safety of pedestrians by developing Green Path C100	<ul style="list-style-type: none"> Risk of accident on Wycombe Road due to lack of footpath 	£0 Potential CIL funding via Marlow Bottom	Submit application for CIL funding by October 2015	WDC have approved in principle CIL funding for this project. Currently all CIL projects are at the consultation stage.	Hope for confirmation of funding. Project completion Autumn 16
Improve grass cutting, sign cleaning and other services by taking them on from Bucks CC	<ul style="list-style-type: none"> Service provided by Bucks CC not meeting needs of parish 	£1840.34 for 2015/16	Take up offer from Bucks CC by April 15 for services to be devolved to PC Monitor on a monthly basis	Concerns that reduced budget will not cover all of predicted costs. Sign cleaning will now not be done annually.	LMPC have budgeted carefully and has over spent on some items of devolved services but have made savings on other areas. Ongoing the service provided will not be entirely met by BCC funding

March 16

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
Providing a Community Bus provision in association with Marlow TC & MBPC.	<ul style="list-style-type: none">To provide parishioners who don't have transport with a local bus to Marlow	£2,350	Ongoing commitment to provide this service	Ongoing commitment	Inclusion within budget

LITTLE MARLOW PARISH COUNCIL



ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in October '16
Improve the management of the trees on Council owned land by carrying out a tree survey.	<ul style="list-style-type: none"> • Alleviate community's concerns that trees are not being properly managed • Ensure safety of public areas • Enable Council to budget more effectively 	£750 survey	Start April 2016		
Improve access to burial ground for officials and funeral corteges by creating a bell-mouth onto Sheepridge Lane.	<ul style="list-style-type: none"> • Current access via Fern Lane difficult for hearses with limited parking for cortege • Entrance on Sheepridge Lane provides easier access and more parking but currently dangerous to exit onto Lane 	Initial £5000	Hedgerow removed November 2015 & January 16 Bell mouth completed Summer /Autumn 16		

ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in October'16
Ensure safety of visitors to Burial Ground by arranging repair of any loose Memorial Stones	<ul style="list-style-type: none"> • Topple test showed that a number of memorial stones were loose 	£2000	Put notices on unsafe memorials in new part of burial ground and Ashes plot by Dec 16 asking relatives to get in touch Carry out remedial work in old part of Cemetery by Mar 17		
Improve safety of pupils at Little Marlow School and ease congestion on School Lane by forming a Working Party to find solutions	<ul style="list-style-type: none"> • Parents concerned that pupils are at risk when walking to school • School Lane congested when children are being dropped off at/collected from school • Solutions need to be acceptable to residents, school and Parish Council 	£0	Review of proposal at 5 th April 2016 meeting.		

ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in October '16
Improve Street Lighting in Winchbottom Lane	<ul style="list-style-type: none"> • Two old concrete street lights are old and not working. Parts are now obsolete. • Replace with LED to give improved energy efficiency. • Reduce maintenance costs as new lights guaranteed for three years. 	£1000	To be completed by May 16		
Improvements to Car park at Abbotsbrook Hall	<ul style="list-style-type: none"> • Potholes have appeared • Needs levelling as it is uneven. • Install a soak away as an area floods after heavy rain. • Better car parking for users of Abbotsbrook Hall. 	£1500 approx	To be completed by May 16		
Improvements to lighting at Abbotsbrook Hall	<ul style="list-style-type: none"> • Old fluorescent lighting which is not energy efficient. • Different lights sizes – difficult to source replacements. • Replace with LED. More efficient and standardise light size. 	£700	To be completed by Summer 16		

ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in October 16
<p>Reduce number of complaints from residents about the Athletics Track by forming an Athletics Track Working Party to resolve issues causing friction including outstanding planning obligations</p>	<ul style="list-style-type: none"> • Residents are concerned that operators of track have not yet met all planning obligations • Residents have complained to WDC and PC about noise and lighting from Athletics Track • Improving communication between users / operators of the track and the community could help resolve some of problems 	<p>£0</p>	<p>Form a working party with WDC, Residents Association, operators and users of track and hold meeting by end of Dec 2015 Encourage WDC to resolve outstanding planning issues by March 2016 Put a system in place by March 16 to ensure residents are informed of events which might cause inconvenience to residents</p>	<p>Had correspondence with ALF and have had a meeting with Wycombe Phoenix Harriers. New sound system has been given planning permission. LMRA advised of Athletic meeting for 2016 season.</p>	<p>Better relationship established with users of Athletics Track. Contributing to the Spring 16 newsletter.</p>

ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in Mar '16
To ensure local community is fully informed about plans to establish a solar farm in Little Marlow and their views are taken into account	<ul style="list-style-type: none"> Community wishes to have their say about this important local planning development 	£0	<p>The solar farm has been refused by WDC.</p> <p>WDC expect an appeal from the applicant.</p> <p>Monitor the application. Liaise with WDC and residents regarding the possible appeal</p>		.
Improve safety of pedestrians by developing Green Path C100	<ul style="list-style-type: none"> Risk of accident on Wycombe Road due to lack of footpath Provide safe footpath for residents of Marlow Bottom and residents of Pump Lane North. 	£10000 of CIL funding.	Project completed by Autumn 16		
Improve grass cutting, sign cleaning and other services by taking them on from Bucks CC	<ul style="list-style-type: none"> Service provided by Bucks CC not meeting needs of parish 	£1767.01 for 2016/17	Ongoing commitment to provide this service	Ongoing commitment.	Inclusion within budget

ACTION PLAN OF OBJECTIVES FOR 2016/17 FINANCIAL YEAR

Objective	Reason	Budget	Timescale	Progress	Review in October '16
Providing a Community Bus provision in association with Marlow TC & MBPC.	<ul style="list-style-type: none"> To provide parishioners who don't have transport with a local bus to Marlow 	£2,350	Ongoing commitment to provide this service	Ongoing commitment	Inclusion within budget

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Legal Liability and Propriety Issues

Risk	Controls in place	Reviewed	Action required	Done
Activities not within legal powers	Clerk clarifies legal position on any new proposal.	23/03/2016		Yes
	Legal advice sought where deemed necessary from BALC or SLCC.	23/03/2016		Yes
Inadequate reporting of Council activities	Council meets regularly (aprox every 6 weeks) and receives and approves the minutes of all meetings.	23/03/2016		Yes
	Financial reports for the period since the previous Council Meeting are received and approved at the Council meeting.	23/03/2016		Yes
	Minutes are available to press and public and are published on the Parish Council website.	23/03/2016		Yes
	Freedom of Information Act requirements are followed.	23/03/2016		Yes
	Website regularly monitored and kept up to date	23/03/2016		Yes
Councillors in breach of Code of Conduct	Register of interests completed for all Councillors and available for inspection on request. Copies also held at WDC.	23/03/2016		Yes
	Dispensation under Section 33 Localism Act has been declared.	23/03/2016		Yes
	Register of Gifts and Hospitality in place.	30/03/2015		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Financial Management

Risk	Controls in place	Reviewed	Action required	Done
Failure to keep proper financial records and controls	Clerk is responsible for ensuring proper records of accounts are kept.	23/03/2016		Yes
	All changes in banking instructions, mandates etc made in writing, email or fax with hard copy kept permanently on file.	23/03/2016		Yes
	All banking arrangements and changes to banking services are approved by Council and recorded in minutes.	23/03/2016		Yes
	Bank accounts operate on a petty cash/imprest/ Standing Order basis with limits fixed by full Council or drawing down against previously approved payment schedules (general account) with two members signing and at least one signatory initialling the cheque stub.	23/03/2016		Yes
	Clerk signs all imprest/petty cash cheques to a maximum value of £100 (or sum agreed by the Council in its Financial Standing Orders).	23/03/2016		Yes
	Reconciliation of bank accounts carried out on monthly basis & agreed at full Council meeting.	23/03/2016		Yes
	Effective independent internal audit.	23/03/2016		Yes
	Internal Auditor has been informed of checks Council requires him to undertake	23/03/2016		
	Regular financial reports to Council.	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Financial Management

Risk	Controls in place	Reviewed	Action required	Done
	Sample checks on all areas of finance may be carried out by internal auditor or any Councillor.	23/03/2016		Yes
	Accounts to be externally audited annually by District appointed auditor.	23/03/2016		Yes
	Standing Orders and Financial Regulations have been adopted by the Council.	23/03/2016		Yes
Failure to maintain effective payments system	All payments supported by an invoice/voucher.	23/03/2016		Yes
	Cheques signed by two Parish Councillors.			Yes
	Councillors countersign invoices against cheques for payment.	23/03/2016		Yes
	Copies of invoices retained and computer records held for all receipts and payments.	23/03/2016		Yes
Poor management of funds	Working balance held in current account, reserve funds held in Higher Interest Account. Transfers between all accounts authorised by a Councillor (reserves to current account, precept to current account, current account to petty cash account)	23/03/2016		Yes
Loss of cash through theft or dishonesty	Pavilion and Recreation Ground bookings administered by Clerk, Abbotsbrook Hall bookings administered by Caretaker.	23/03/2016		Yes
	Abbotsbrook Hall caretaker passes hiring fees to Clerk on monthly basis for banking.	23/03/2016		Yes
	Clerk signs caretaker's receipt book and	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Risk	Controls in place	Financial Management Reviewed	Action required	Done
	caretaker signs clerks' receipt book each time money is transferred.			Yes
	Cemetery, allotment, car park and hiring fees paid into bank as soon as practicable.	23/03/2016		Yes
	Secure arrangements in place for holding cash pending banking.	23/03/2016		Yes
	Cash handling and banking regularly reviewed by Clerk and internal audit.	23/03/2016		Yes
Failure to comply with Customs and Excise regulations	Advice is sought from Customs and Excise on eligibility to reclaim VAT legitimately.	23/03/2016		Yes
	VAT is properly administered.	23/03/2016		Yes
	VAT records on computer system and refunds claimed on a regular basis.	23/03/2016		Yes
	Claims reconciled to cash book.	23/03/2016		Yes
Failure to manage payroll	Payroll managed externally.			Yes
	Clerk's salary paid by Standing Order and authorised expenses as well as expenses for travelling and postage are paid by cheque.	23/03/2016		Yes
	Other employees paid by cheque or Standing Order on a monthly basis for which they sign a receipt.	23/03/2016		Yes
	Clerk signs all pay cheques for employees other than herself through the Council's wages and	23/03/2016		Yes

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LITTLE MARLOW PARISH COUNCIL

Risk	Controls in place	RISK ASSESSMENT	Reviewed	Action required	Done
	salaries imprest account/petty cash	Financial Management			
Budget not set properly	Council receives information on budgets before budget setting.		23/03/2016		Yes
	Budget approved by all Councillors.		23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Financial Management

Risk	Controls in place	Reviewed	Action required	Done
Failure to keep proper financial records and controls	Clerk is responsible for ensuring proper records of accounts are kept.	23/03/2016		Yes
	All changes in banking instructions, mandates etc made in writing, email or fax with hard copy kept permanently on file.	23/03/2016		Yes
	All banking arrangements and changes to banking services are approved by Council and recorded in minutes.	23/03/2016		Yes
	Bank accounts operate on a petty cash/imprest/ Standing Order basis with limits fixed by full Council or drawing down against previously approved payment schedules (general account) with two members signing and at least one signatory initialling the cheque stub.	23/03/2016		Yes
	Clerk signs all imprest/petty cash cheques to a maximum value of £100 (or sum agreed by the Council in its Financial Standing Orders).	23/03/2016		Yes
	Reconciliation of bank accounts carried out on monthly basis & agreed at full Council meeting.	23/03/2016		Yes
	Effective independent internal audit.	23/03/2016		Yes
	Internal Auditor has been informed of checks Council requires him to undertake	23/03/2016		
	Regular financial reports to Council.	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Financial Management

Risk	Controls in place	Reviewed	Action required	Done
	Sample checks on all areas of finance may be carried out by internal auditor or any Councillor.	23/03/2016		Yes
	Accounts to be externally audited annually by District appointed auditor.	23/03/2016		Yes
	Standing Orders and Financial Regulations have been adopted by the Council.	23/03/2016		Yes
Failure to maintain effective payments system	All payments supported by an invoice/voucher.	23/03/2016		Yes
	Cheques signed by two Parish Councillors.			Yes
	Councillors countersign invoices against cheques for payment.	23/03/2016		Yes
	Copies of invoices retained and computer records held for all receipts and payments.	23/03/2016		Yes
Poor management of funds	Working balance held in current account, reserve funds held in Higher Interest Account. Transfers between all accounts authorised by a Councillor (reserves to current account, precept to current account, current account to petty cash account)	23/03/2016		Yes
Loss of cash through theft or dishonesty	Pavilion and Recreation Ground bookings administered by Clerk, Abbotsbrook Hall bookings administered by Caretaker.	23/03/2016		Yes
	Abbotsbrook Hall caretaker passes hiring fees to Clerk on monthly basis for banking.	23/03/2016		Yes
	Clerk signs caretaker's receipt book and	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Risk	Controls in place	Financial Management Reviewed	Action required	Done
	caretaker signs clerks' receipt book each time money is transferred.			Yes
	Cemetery, allotment, car park and hiring fees paid into bank as soon as practicable.	23/03/2016		Yes
	Secure arrangements in place for holding cash pending banking.	23/03/2016		Yes
	Cash handling and banking regularly reviewed by Clerk and internal audit.	23/03/2016		Yes
Failure to comply with Customs and Excise regulations	Advice is sought from Customs and Excise on eligibility to reclaim VAT legitimately.	23/03/2016		Yes
	VAT is properly administered.	23/03/2016		Yes
	VAT records on computer system and refunds claimed on a regular basis.	23/03/2016		Yes
	Claims reconciled to cash book.	23/03/2016		Yes
Failure to manage payroll	Payroll managed externally.			Yes
	Clerk's salary paid by Standing Order and authorised expenses as well as expenses for travelling and postage are paid by cheque.	23/03/2016		Yes
	Other employees paid by cheque or Standing Order on a monthly basis for which they sign a receipt.	23/03/2016		Yes
	Clerk signs all pay cheques for employees other than herself through the Council's wages and	23/03/2016		Yes

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LITTLE MARLOW PARISH COUNCIL

Risk	Controls in place	RISK ASSESSMENT	Reviewed	Action required	Done
	salaries imprest account/petty cash	Financial Management			
Budget not set properly	Council receives information on budgets before budget setting.		23/03/2016		Yes
	Budget approved by all Councillors.		23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Asset, record and document management

Risk	Controls in place	Reviewed by	Action required	Done
Failure to maintain record of Council assets	Asset register drawn up by Clerk with assistance from Councillors.	23/03/2016		Yes
	Asset register amended as necessary	23/03/2016	Check whether VAS needs to be added	
	All acquisitions/disposals accurately and promptly recorded.	23/03/2016		Yes
	Periodic inventory checks conducted.	23/03/2016		
Damage to or break -in at Council property	Buildings and contents insured. Cover linked to RPI by insurers.	23/03/2016		Yes
	Regular liaison with PCSOs/Police on anti-social behaviour or security issues in the area.	23/03/2016		Yes
	Buildings adequately secured.	23/03/2016		Yes
	Key Pass system in place	23/03/2016		Yes
	Records protected against theft and damage.	23/03/2016	Consider purchase of new safe. Move records to secure fire proof safe offsite	
	Computer records backed up using Drop box . data storage and USB stick	23/03/2016	Improve remote storage	
	Deeds & legal documents are listed and stored off the Council's premises.	23/03/2016	Find a suitable off site premise	
	Copies of minutes dated May 1992 to present held in Council office. Earlier minutes retained at County Records office.	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Risk	Controls in place, record and document	Reviewed	Action required	Done
Poorly maintained buildings and property causing potential risk to third party, property or individuals.	Buildings maintained as and when problems arise as a result of regular monitoring.	23/03/2016		Yes
	Fire extinguisher tests carried out regularly by external fire protection company.	23/03/2016		Yes
	Boiler servicing and PAT tests in place.	23/03/2016		Yes
	Playground equipment is visually checked regularly.	23/03/2016		Yes
	Annual technical inspection of play area carried out by an external inspector.	23/03/2016		Yes
	Regular visual inspections of Abbotsbrook Hall Pavilion, allotments, memorials and graves.	23/03/2016	Some memorials identified as needing work.	
	Regular monitoring of trees on Recreation Ground and at Cemetery.	23/03/2016	Tree Survey to be completed in 2016	
	Public Liability and Employer's Liability Insurance in place.	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Management of devolved services

Risk	Controls in place	Reviewed	Action required	Done
Work is below standard required	Service delivery monitored and recorded on a regular basis, issues and concerns logged.	23/03/2016		Yes
	System in place for public to provide feedback about service delivery and raise concerns.	23/03/2016		Yes
	Provision in contract for handling poor delivery.	23/03/2016	Contracts need to be drawn up	
	Correct BCC procedures are followed			Yes
	Complaints recorded and reported to Devolved services team at BCC	23/03/2016		Yes
Operatives injured while carrying out work	Council holds copy of the contractors' risk management policies demonstrating they have assessed risks attached to all work to be done and have robust risk management policies in place.	23/03/2016		Yes
	System in place to ensure contractors carry out annual evaluation of risks and amend risk management policies as necessary.	23/03/2016		Yes
	Contractors have Employers Liability Insurance of at least £10m.	23/03/2016		Yes
	Council holds copy of Certificate of Insurance	23/03/2016		Yes
Member of public injured	Council holds copy of the contractors' risk management policies demonstrating they have assessed risks attached to all work to be done & have robust risk management policies in place.	23/03/2016		Yes

LITTLE MARLOW PARISH COUNCIL

RISK ASSESSMENT

Management of devolved services

Risk	Controls in place	Reviewed	Action required	Done
	System in place to ensure contractors carry out annual evaluation of risks and amends risk management policy as necessary.	23/03/2016		Yes
	Contractors have Public Liability Insurance of at least £10m.	23/03/2016		Yes
	Council holds copy of Certificate of Insurance	23/03/2016		Yes
Private property eg car damaged	Council holds copy of the contractors' risk management policies demonstrating they have assessed risks attached to all work to be done and have robust risk management policies in place.	23/03/2016		Yes
	System in place to ensure contractors carry out annual evaluation of risks and amends risk management policy as necessary.	23/03/2016		Yes
	Contractors have Public Liability Insurance of at least £10m.	23/03/2016		Yes
Action by member of the public against the Council	Council has Public Liability insurance of at least £10m.	23/03/2016		Yes
	Contractors have Public Liability Insurance of at least £10m.	23/03/2016		Yes