

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

MINUTES OF THE TOWN COUNCIL MEETING HELD AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW ON TUESDAY 14th JANUARY 2020

Present	Town Mayor	Cllr R Scott
	Leader	Cllr J Towns
	Deputy Leader	Cllr C Funnell
	Councillors	R Cadman N Marshall K Thomson R Wilson
	Town Clerk	Mrs H Martin
	Deputy Clerk	Mrs K Joy

Also present 1 member of the press, 4 members of the public

M.77.19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr B Johnson, Cllr T Avery, Cllr S Brown, Cllr C Keighley, Cllr E West.

M.78.19 DECLARATIONS OF INTEREST

There were no declarations of interest.

M.79.19 COMMUNICATIONS FROM TOWN MAYOR

Cllr R Scott, 12th November 2019 - 14th January 2020

18th November	Attended Annual Involvement Meeting – Marlow Refugee Action at Marlow Rowing Club
21st November	Hosted the Switch on and Shop Reception and Switched on Lights with celebrity Ross Kemp
22nd November Theatre	Attended production of J B Priestley comedy/mystery by Marlow Players at The Shelley
23rd November	Attended the Marlow FM Awards at Danesfield House
28th November	Attended the OK Let's Talk Mental Health at the Chapel Hairdressers
1st December Higginson Park	Attended the Start of the Santa Fun Run and the Finish to hand out awards to participants at
4th December	Leader Cllr Jocelyn Towns and Environment Volunteer Phil Irving attended a Sustainability Pledge by local schools on the Mayor's behalf at Spinfield School.
4th December	Attended Sue Ryder Charity's Lights of Love Service at St Mary's Church, Henley
5th December	Attended Late Night Shopping Event and judged the Best Dressed Stall Competition

7th December Visited the Farm Market at the Causeway

7th December Attended Marlow Christmas Antique Fair at Liston Hall

17th December Attended Marlow Age Concerns Christmas Carols and Lunch at Glade Road

19th December Hosted the Carols on the Causeway event

31st December Attended New Year's Eve fundraising for Mayor's charity at The Crafty Taproom, Marlow

5th January 2020 Attended Sir William Borlase's Rowathon at Borlase school

M.80.19 TO AGREE AS A TRUE RECORD THE TOWN COUNCIL MINUTES DATED 12.11.19
RESOLVED:
THAT THE MINUTES DATED 12.11.19 WERE AGREED AND SIGNED AS A TRUE RECORD

M.81.19 REPORT FROM LEADER OF THE COUNCIL

Cllr J Towns, Leader of the Council

08.01.20

WDC £100,000. We have reviewed and agreed the topics to be put forward for this, they are listed for approval at this meeting.

Environment Group update

- Refill worked closely with the Santa Fun Run and stickered 3000 re-usable water bottles to hand out at the Fun Run. Rotary but back on waste big time this year, and recycled or disposed of ethically all waste from the event. The water bottles were donated and it is hoped they will be used next year by the recipients.
- Refill also re-visited all the outlets that agreed to provide a water filling facility to anyone needing a refill of their water bottles.
- The Refill water station for the Causeway will take a little longer to install due to the results of the Thames Water survey as they differ from our private survey, we are in dialogue with Thames water. More news when we have it.
- ReLeaf have created an extensive plan for tree planting across the town which has been presented to both BCC and WDC. As this is a proven way of improving air quality, we are hoping that both authorities will provide funding. Six trees have already been planted in Lock Road thanks to our Mayor using his WDC Ward Budget to fund them.
- Eco-Schools network, the working group are attending a pre-meeting at Great Marlow School on 8th January in preparation for the Eco-Schools Environment Conference in March.
- Working with all Green Groups in Marlow. SustainableMarlow is happy to be part of a wider group who will be meeting together very soon.
- Wild Marlow are now set up and have launched a photo competition they are also planning a 're-wild garden' initiative, more to follow on this.

- Sustainablemarlow website is in the process of being set up – more news as we have it.
- I joined Nick Rowcliffe on the Morning Matters programme at MarlowFM on Friday 3rd January to talk about sustainablemarlow.
- Next sustainablemarlow meeting will be organised for the end of January.
- The Spring edition of the Marlovian will focus on the Environment

Pilot Councils for the Unitary Authority. The new authority are looking for a few councils to volunteer to be part of a place based pilot scheme on devolved services. We will provide an expression of interest for MTC to be considered. More news when we have it.

Bid Co. I am very happy to let you know that the second term was voted in with a resoundingly positive response, so Bid Co. continues for a further five years, Margaret McCarthy continues as the Bid Manager.

Christmas Lights sponsorship. Marlow Town Council were again very successful with their Christmas Lights sponsorship and our great display was once again in place, though one cross wire was a late installation due to inaccessible fixings due to scaffolding. We have some infrastructure issues which we plan to remedy this year.

Bike Rack Locations. We are looking at suitable sites for installing further bike racks in the town.

Fixed Street Lamp, I am pleased to report this light in the alleyway between the cemetery and Oakfield Gardens, having been broken for some two years is now fixed, also a new stretch of fence has been installed which makes the alleyway lighter, wider and easier to traverse.

Shop Watch. The Waitrose store used to house the aerial and workings for Marlow Shop Watch, the equipment has been removed by Bid Co High Wycombe who installed it, they no longer wish to provide this equipment to Marlow. We are meeting with the Chamber on Friday to discuss next steps. Robin Hughes from the Police is still willing to support this if there are enough shops and businesses who want this service to continue. A host company and payment of the equipment will also need to be found. Jocelyn is also talking to Sorbon about a site for the Ariel.

Marlow Bridge Listed Building Planning application for lighting the bridge. We need to go back to the RBWM with more detailed drawings of the fixings, more news when we have it.

MTC Leader – Jocelyn Towns

M.82.19 INFORMATION REPORTS

a) DPI Register and Gifts and Hospitality

A reminder to all members to notify officers if there are any changes to their Declarations of Pecuniary Interest Register and to notify officers if they receive gifts or hospitality that exceed £50.

b) Shadow Authority and Community Boards

All members were circulated with documents relating to the new community boards detailing their location, terms of reference and electoral divisions. It was noted that Marlow Town Council was omitted from one set of data and this would be flagged up with the shadow authority. The Town Council would be proposing fairer member representation on the community boards, proportionate to the size of the parish.

MEMBERS NOTED THE REPORTS.

M.83.19 MEETINGS TIMETABLE 2020-2021

Circulated to all members was a proposed meetings timetable for 2020-2021.

The meeting dates are summarised below:-

Meeting	MAY 2020	JUNE 2020	JULY 2020	AUG 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APRIL 2021	MAY 2021
Town Council	19		7**		8		Mon 9		19		16		4
Annual Parish	19												
Resources	12	30			1		3		12		2	27	
Plans Only		2*	14*	4		6*			5*		9		
P.E.T.*	12	23		25*	15	27	17*	8	26	16*	30*	20	11*

RESOLVED:

THAT MEMBERS ADOPTED THE MEETINGS TIMETABLE FOR 2020-2021

M.84.19 ECONOMIC AND REGENERATION FUND – WDC

Following on from the information shared and discussions held at previous Town Council meetings, the following projects were proposed for submission to Wycombe District Council for funding approval from the £100k Economic and Regeneration Fund:-

Marlow Bridge Lights

Marlow Bridge is a grade 1 listed structure. It was lit with festoon lighting until 2004 when the lights were vandalised and deemed beyond repair. MTC has is working on a new scheme which WDC have given approval for and an application to RBWMS is due to be decided on. The scheme will highlight the bridge spans and towers. Marlow is a significant tourist destination and this £45,000 scheme will enhance the bridge which is currently in darkness at night.

Christmas Lights

Marlow is renowned for its beautiful Christmas lights and its Switch on and Shop event which draws in locals and tourists from late November onwards every year. A significant new scheme is planned for 2020. However, the ageing infrastructure and cabling is not able to support a new scheme and is visibly obtrusive and unattractive. A complete overhaul is required with a new electrical wiring scheme. The new installation has been quoted at £22,500.

Water Refill Stations

In line with the Councils Environment and sustainability policy Three water refill stations are planned for Marlow. The first installation is planned for The Causeway .The Council are already championing a refill scheme to reduce plastic waste by encouraging shops and businesses to refill water bottles at no charge, these public refill stations will increase the number of points available in the town. The estimated cost for the first station is in the region of £10,000.

Improvements to The Causeway

The Causeway is a significant green space adjacent to the main entrance to Marlow over Marlow bridge. The Council is putting together plans to enhance this green space and make it more suitable for community use by removing the camber and making it completely level with the addition of a hardstanding area under the grass. This would allow the space to be used in all weathers. Estimate £20,000.

Proposal to increase security patrols to include Higginson Park

4 front security are currently patrolling Gossmore park and Seymour Park under a pilot scheme that is running until August 2020. The project has been a huge success with a significant reduction in crime and anti-social behaviour in both of the parks, the mobile patrol Security Officer visits both parks twice every night of the year. The patrols are highly visible, and the officers are not only a visible deterrent to crime but have also been moving on people that are committing anti-social behaviour in the parks. The operatives have shared all intelligence with the police and gather additional surveillance material.

WDC have been approached to include Higginson Park in the scheme but are currently unable to fund it. With WDC's permission the proposal is to the fund the scheme as part of the current pilot until August 2020 at a cost of £3,000.

RESOLVED

THAT MEMBERS RESOLVED TO SUBMIT THE PROPOSALS LISTED ABOVE TO WYCOMBE DISTRICT COUNCIL FOR ECONOMIC AND REGENERATION FUNDING ALLOCATION

M.85.19

WYCOMBE DISTRICT COUNCIL TREE MANAGEMENT PROPOSALS

The proposal was to contract the management of all the trees under the Councils responsibility to Wycombe District Council following a presentation ahead of the TC meeting on September 10th.

The average spend on trees over the past three years has been £5,200 a year plus officer time for dealing with the incidents.

The package officers recommended for approval was for a period of 2 years at a cost of £5,996.00 per year. The proposed cost of this agreement would be funded from the 2020/21 and 2021/22 budget.

The initial survey costs and remedial works identified in the WDC report are all within this year's tree budget.

RESOLVED

THAT MEMBERS RESOLVED TO CONTRACT TREE MANAGEMENT FROM WYCOMBE DISTRICT COUNCIL FOR A TWO YEAR PERIOD AT A COST OF £5996.00 PER ANNUM

M.86.19

BUDGET 2020-2021

INCOME AND EXPENDITURE FORECAST STATEMENT FOR THE YEAR 2019-2020 and 2020-21 PROPOSED BUDGET

The following report sets out the income and expenditure statements and forecast for the current year 2019-20 together with the budget proposals for the coming year 2020-21.

INCOME

No	Item	Explanation
11	Cash holding interest	Increase to £4,631 from £1,746 due to prudent investment in CCLA Properties fund.
6	Cemetery Fees	Cemetery income to remain at £42,000. Still impossible to predict.

EXPENDITURE

No	Item	Explanation
14	Administration	Slight increase to cover increases in professional fees and subscriptions.
18	Community	Increase in the number and duration of floral displays, increase in grant funding from £6,000 to £8,000. Increase in Leader and Mayoral allowances.
19	Devolved	Slight increase to reflect the new Tree management contract with WDC. (If approved by Council)

A detailed and thorough review has been conducted of all the various items of income and expenditure incurred by Marlow Town Council. The figures within the budget are compared to the forecast of expenditure for the current year. This had resulted in a forecast surplus of £2,426 largely arising from continued prudent expenditure and cost-saving measures. The surplus will be transferred to Reserves at the end of the financial year to improve the Reserves position.

The proposal is to set a deficit budget this year of £13,769 with this shortfall being met from general reserves.

The following report summarises the budget proposals.

The Town Mayor presented the proposals and took questions from members in the absence of the Chairman of the Resources Committee.

RESOLVED:

1. THAT MEMBERS APPROVED THE INCOME AND EXPENDITURE FORECAST AND
2. THAT MEMBERS APPROVED THE PROPOSED INCOME AND EXPENDITURE BUDGET FOR 2020-21 AND
3. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED) THE TOWN COUNCIL: -

APPROVED PROPOSED EXPENDITURE FOR 2020-21 ON THE FOLLOWING ITEMS WHICH IN THE OPINION OF THE TOWN COUNCIL ARE IN THE INTERESTS OF THE TOWN OR ITS INHABITANTS

MAYORAL FUNCTIONS AND CIVIC EVENTS

GROUNDS MAINTENANCE

GRANTS

TOWN TWINNING

CHRISTMAS TREE AND DECORATIONS

FLORAL DISPLAYS AND SUMMER BUNTING

ALLOTMENT PRIZES

COMMUNITY, LEISURE AND ENTERTAINMENT, YOUTH PROJECT

Income and Expenditure Forecast Statement 2019-20 and 2020-21 Proposed Budget

		<u>Full Year Budget</u>	<u>Actual/ Forecast</u>	<u>Full Year Budget</u>
		<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
	INCOME			
1	Precept Received	347,767	347,767	350,370
2	Bucks CC Devolved Services	16,870	16,870	16,870
3	WDC Devolved Services	46,718	46,718	46,718
4	Allotment Rents	13,500	13,500	13,500
5	Cemetery Fees	42,000	44,308	42,000
6	Gossmore Recreation Ground	700	700	700
7	Bus Shelter Advertising	752	563	752
8	Banner Administration	850	522	850
9	Markets	2,000	2,000	2,000
10	Shopmobility Marlow	260	260	260
11	Cash Holding Interest	1,572	1,746	4,631
	Totals			
		472,989	474,954	478,651
	EXPENDITURE	<u>Full Year Budget</u>	<u>Actual/ Forecast</u>	<u>Full Year Budget</u>
		<u>2019/20</u>	<u>2019/20</u>	<u>2020/21</u>
12	Salaries	210,405	210,405	211,401
13	Subcontractors	19,201	19,201	19,781
14	Administration	33,945	33,945	35,029
15	Waste Management	4,594	4,594	4,854
16	Health and Safety	4,506	4,506	4,506
17	Equipment, Operating and Maintenance	3,686	3,686	3,566
18	Community	96,505	94,505	110,211
19	Devolved	68,567	68,567	71,357
20	Utilities	7,665	7,665	7,665
21	Buildings	16,515	16,515	16,650
22	Insurance	3,800	3,374	3,800
23	Van	3,600	3,600	3,600
	Totals			
		472,989	470,563	492,420
	Deficit		£2,426	£13,769

M.87.19**PRECEPT 2020-2021**

All members were circulated with the following precept calculation:-

Input 1

Select your Organisation using the drop down Box in the Pink Box	
Parish	Marlow Town

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2019/20 **D13**

Precept	£0.00
Or	
Band D Tax (Estimated)	£51.24

Table - Summary of Results		Do not enter data below		
Year	2019-20		2020-21	Difference
Precept	£347,767.93	£	350,370.92	£2,602.99
CTSS Grant	£0.00	£	-	N/A
Income	£347,767.93	£	350,370.92	£2,602.99
Tax Base	6787.04		6837.84	50.80
Band D Tax (Estimated)	£51.24	£	51.24	0.00%

It was proposed that Band D Tax remains at £51.24 with no increase in precept demand.

Last year's precept demand was £347,767.93 This year the number of Band D properties in Marlow had increased which means the tax base increases from £6787.04 in 2019/2020 to £6837.84 in 2020/21 an increase of £50.80. This means that even though the Band D Tax is not increasing the precept increases from £347,767.93 in 2019/20 to £350,370.92 in 2020/21

RESOLVED:

THAT THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2020-2021 BE IN THE SUM OF £350,370.92

M.88.19**REPORTS FROM OUTSIDES BODIES**Cllr N Marshall

Attended a meeting of the Marlow Society.

Cllr C Funnell

Attended a meeting of the Marlow Town Regatta and Festival committee and reported that a major sponsor for the event had been secured.

Cllr J Towns

Attended a meeting of BidCo at which it was confirmed that BidCo would continue to operate for a further 5 years. Attended a meeting of the Chamber of Trade and Commerce.

Cllr R Scott

On behalf of Cllr T Avery attended a meeting of the Marlow Community Association and reported that bookings were up on previous years.

M.89.19 REPORTS FROM WYCOMBE DISTRICT COUNCIL

Cllr N Marshall

Reported that two Marlow planning applications (Marlow Rugby Club and Sir William Borlase school) would be determined by the WDC Planning Committee on Wednesday 15 January.

Cllr R Wilson

Reported attending an audit meeting.

Cllr R Scott

Reported that the amount of WDC meetings was declining in the lead up to unitary authority status.

M.90.19 REPORTS FROM BUCKS COUNTY COUNCIL

Cllr A Collingwood had submitted a report to Council and this was circulated to all members prior to the meeting. The Town Mayor thanked Cllr Collingwood for his report.

A copy is available on request.

M.91.19 DATE AND TIME OF NEXT MEETING

Tuesday 17th March 2020 at 7.00pm

The meeting closed at 7.25pm

Town Mayor

Date

PUBLIC QUESTION TIME

A Marlow resident had submitted written questions to the Council prior to the meeting. The Town Mayor responded to each question raised. *A copy of the questions and answers is available on request.*