

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 27TH JULY 2021 AT 7.00pm IN THE SEYMOUR ROOM, COURT GARDEN, MARLOW

Present	Town Mayor	Cllr R Scott
	Deputy Mayor	Cllr J Towns
	Leader	Cllr C Funnell
	Deputy Leader	Cllr C Hoyle
	Councillors	D Brown
		R Cadman
		C Heap
		N Mityaeva
		R Wilson
	Town Clerk	Mrs H Martin

Also present: 2 members of the public

M.28.21 Apologies for absence

Apologies received from Cllr T Avery, Cllr N Marshall and Cllr C Stapley.

M.29.21 Declarations of interest

There were no declarations of interest.

M.30.21 Communications from Town Mayor Mayoral engagements

Now that most Covid restrictions have been lifted, the number of events to which the Mayor is invited is slowly increasing and I look forward to getting more involved in the activities of the numerous organisations in the Town over the next few months.

I have recently attended the following -

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| 21 June | Attended morning assembly at Sir William Borlase school to issue prizes to students for the naming of the new café at Marlow Methodist Church. |
| 21 June | Attended Annual General meeting of Marlow Museum (virtually) |
| 23 June | Deputy Mayor attended the Annual General meeting of Age Concern, Marlow |
| 29 June | Attended litter picking at May Balfour Gardens by schoolchildren from Marlow C of E primary school |
| 30 June | Attended litter picking at May Balfour Gardens with a different class of schoolchildren from Marlow C of E primary school |
| 30 June | Attended opening event of Alfresco Theatre in Higginson Park |

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting. Notices are displayed in the meeting room.

- 10 July Unofficial opening of Chez Ben French delicatessen in Spittal Street
- 20 July Accompanied Swan Upping from Cookham to Marlow
- Hosted evening reception for Swan Uppers at Compleat Angler hotel
- 21 July Attended Swan Master presentation to local schoolchildren at Compleat Angler hotel

Civic events

Looking further forward into the year, the Council has agreed the dates for Remembrance Day and the pre-Christmas civic events of Switch on and Shop and Carols on the Causeway, all of which are on the Town Council website.

Civic Service has been set for 3.00 pm on SATURDAY 15 January 2022 at All Saints Church.

Mayor's Charity golf day provisionally booked for Tuesday 12 April 2022 at Harleyford.

Cllr Richard Scott
Town Mayor
22 July 2021

M.31.21 Report from Leader of the Council

This period saw a continued and a steady opening up of more and more facilities and business activity and our first face to face activities as a council.

From events in town it is clear that great efforts have been made in the community to be innovative and continue to drive activities and we are grateful for the patience of all our residents as we begin to return to some sort of normality.

The next few weeks bring new challenges along with a period of good weather and moving into to the final stages of the roadmap for unlocking , with all current laws and restrictions around Covid lifted we will continue to keep a watchful eye on all town activities and working closely with community leaders and other groups to steer carefully forward.

Our program of change has seen a very busy 10 weeks since our election and we are now moving to begin the implementation to streamline the organisation and are progressing shaping "fit for the future" to create a consolidated committee structure that will work on focused higher value community value projects and challenging all our core strategies.

Cllr C Funnell
Leader
22.07.21

M.32.21 Town Council Minutes dated 15.06.21

RESOLVED:

THAT THE MINUTES DATED 15.06.21 WERE AGREED AND SIGNED AS A TRUE RECORD

M.33.21 Management Accounts at 30.04.21

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.04.21 WERE APPROVED

M.34.21 Marlovian and Events Working Groups

It was recommended that Councillors Carol Heap, Chris Hoyle and Colleen Stapley join the Marlovian and Events working groups and that these working groups combine their meetings.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED TO THE APPOINTMENT OF CLLR C HEAP, CLLR C HOYLE AND CLLR C STAPLEY TO THE WORKING GROUPS AND THAT THESE WORKING GROUPS COMBINE THEIR MEETINGS

M.35.21 Leader Ex Officio on Committees

The Mayor is currently Ex officio on all committees and it was recommended that this is also incorporated for the Leader.

RESOLVED:

THAT MEMBERS UNANIMOUSLY AGREED FOR THE LEADER TO BE EX OFFICIO ON ALL COMMITTEES

M.36.21 Year End Internal Audit Report

The Town Council's Internal Auditor completed the year end audit on 26 June 2021.

The Annual Internal Audit Report 2020/21 was circulated to all members and confirmed that all internal control objectives had been met to a standard adequate to meet the needs of Marlow Town Council.

The Year End Internal Audit Observations report was also circulated to all members. Officers have noted the observations and appropriate action is being taken.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE ANNUAL INTERNAL AUDIT REPORT 2020/21

M.37.21 Bank Mandate

The following changes were proposed to the Town Council's bank mandate:-

To be removed: Cllr R Cadman.

To be added: Cllr N Mityaeva , Cllr C Funnell.

No change: Cllr R Scott, Cllr J Towns.

These amendments will apply to all the Lloyds bank accounts held by the Town Council. Members named on the bank account will have access to view the accounts and to authorise online payments, but nothing else. The mandate also stipulates that (any) two mandate members are required to authorise all payments paid online.

There is a raft of online payments made at variable dates throughout the month requiring member authorisation. Mandated members will be sent an email, highlighted as "high importance" when payments require authorisation. We aim to give at least 3 days in which to authorise however this can vary. It is important that members are able to act swiftly to authorise these payments when a request is made.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE PROPOSALS TO THE TOWN COUNCIL LLOYDS BANK MANDATE AS DETAILED ABOVE AND THAT THE MANDATE MEMBERS FROM JULY 2021 ARE:-

CLLR C FUNNELL
CLLR N MITYAEVA
CLLR R SCOTT
CLLR J TOWNS

M.38.21 Environment and Sustainability Committee recommendations

The Environment and Sustainability committee had forwarded three recommendations to Council for approval. All were unanimously approved.

RESOLVED:

ES.04.21:

CARBON AUDIT ACTIONS

Following the Carbon Audit published in March 2021 officers and the environment sustainability consultant are recommending the following actions to reduce the Council's carbon emissions. Whilst the Council's footprint is relatively small it is equivalent to 1.4 Marlow households there are actions that can be taken to reduce it further.

1. The Council commits to continue to lobby Buckinghamshire Council to move the current Town Bus from a diesel vehicle to an electric one.
2. The Council ensures that all power tools are replaced with battery powered tools only at the end of their useful life. In addition, for future tenders for ground maintenance contracts scoring weighting to be included in favour of contractors using battery powered tools.
3. The Council works with the current Christmas Lights supplier to reduce emissions within the existing contract where possible including exploring the options for timers.
4. Officers present costings for an electric bike for use by officers to go about their work in and around the town in an eco-friendly way to the next TC meeting.
5. The Council commits to replacing the current Town Council diesel van with a more environmentally friendly option – as soon as costings are viable.
6. Officers to explore the options of eco-friendly paper for the Marlovian magazine.

RESOLVED:

THAT THE TOWN COUNCIL APPROVED THE ABOVE ACTIONS

ES.05.21:

COMMUNITY ENGAGEMENT PROGRAMME

Following the Community zoom meeting on March 18th, we continue to establish a programme to gain support from residents and interested bodies and groups to set out our challenges and goals and establish deliverables for Marlow. This will be chaired by a Councillor and driven by our consultant and fall within the remit of sustainable Marlow. The TC will retain the final say on decisions. The detailed proposal was circulated to all members of the Council.

RESOLVED:

THAT THE TOWN COUNCIL APPROVED THE ABOVE PROPOSAL FOR PRESENTATION

ES.06.21:

BEE TOWN

Wild Marlow presented their plans for making Marlow a Bee Town to Full Council on April 27th, the presentation shared is attached as appendix B. The proposal is that we confirm our support for this to be formally adopted at the next Town Council meeting. Council is already supporting this initiative with our new Wildflower areas that have already been established in and around the town.

RESOLVED:

THAT THE TOWN COUNCIL AGREED TO SUPPORT AND ADOPT THE BEE TOWN INITIATIVE

M.39.21

Riley Road Recreation Ground

It was reported that there were 4 areas of surface in Riley Road recreation ground that needed urgent attention.

It was recommended that the work be conducted as soon as possible with the cost of £5,054 being met from EMR reserves for recreation grounds.

RESOLVED:

THAT MEMBERS UNANIMOUSLY APPROVED THE WORKS TO RILEY RECREATION GROUND IN THE SUM OF £5,054 FUNDED FROM RECREATION GROUND EARMARKED RESERVES

M.40.21

Information Reports

a) Committee Minutes

All members of the Council are encouraged to read Committee minutes, whether or not they are sitting on that Committee. Town Council and Committee minutes are posted to the Town Council website within four weeks of the meeting taking place.

MEMBERS ARE REQUESTED TO NOTE THE REPORT

M.41.21

Reports from Outsides Bodies

Cllr Cadman

Reported that the clock at Bisham Abbey had been stolen, it has now been located at an auction house and is being repaired and put back.

Cllr Heap

Attended the Age Concern AGM in June they are open but due to Covid still operating in a limited fashion.

Cllr Towns

Attended the Chamber of Commerce June meeting. Attended the Schools Eco Conference, the conference was conducted virtually all the groups involved produced a short film and had a poster to choose topics from. The day concluded with a Zoom meeting with all the schools involved, a really great day that will be included in the Carnival in September.

Cllr Mityaeva

Met with the Chairman of the Twinning Association, it is their 50th anniversary next year and planning for an event will start in September.

Cllr Funnell

Marlow Regatta went ahead in June in a virtual form.

M.42.21 Reports from Buckinghamshire Council

Cllr Towns

Attended a five hour meeting of the full Council in July. Fieldhouse Lane will be closed this week to repair a broken bore. Westhorpe Interchange works are on schedule and due to start in September. The team working on Marlow Bridge are aware to coordinate any closures.

Cllr Heap

Attended a five hour meeting of the full Council in July. Community Boards have re started and their associated action groups, they are keen for Town and Parish Councils to be involved. Plane and Patch resurfacing of the Claremont's is now in progress.

In accordance with the LGA 1972 s100 press and public excluded from the meeting for the following agenda item

M.43.21 Contract Extension for Environment and Sustainability Contractor

The Council has publicly committed to making Marlow an environmentally exemplar town. To deliver on this commitment and to develop a strategy following our Climate Change statement, the Town Council believes that it needs to

- Inform, educate and change behaviours of residents, businesses and the wider community, in order to take the actions needed.
- Continue to integrate environmental thinking into its own policies, activities and spending.
- Engage with Buckinghamshire Council on environmental policy areas on which it leads, including by coordinating with neighbouring parishes.

This work is now clearly focused with the newly formed Environment and Sustainability Committee. Members were reminded of the work completed so far and the planned work for the next six months.

In mid-January the Council appointed a specialist environment and sustainability contractor for an initial period of 6 months. The budget for this was agreed to be funded from CIL.

Officers recommended that the contract be extended in July for a further 6 months. A three-way strategy has commenced under the guidance of the environment and sustainability committee. Reducing the Councils Carbon emissions, Community engagement and Community education.

RESOLVED:

THAT MEMBERS UNANIMOUSLY RESOLVED TO AGREE TO EXTEND THE CONTRACT FOR A FURTHER 6 MONTHS

M.44.21 Date of next meeting

Tuesday 21st September 2021 at 7.00pm

The meeting closed

PUBLIC QUESTIONS

from Mark Skoyles

Q: Earmarked reserves in the Councils accounts show reserves of £25,000 for a 20mph Zone and £10,000 for Dedmere Rise possible development site. Please could this be explained?

A: The Chairman explained that the 20mph Zone is being considered and as Bucks have indicated that they have no funds for this and the schemes are very expensive to implement that this money had been set aside for any future schemes. For Dedmere Rise the Council owns a piece of land that was a former playground, it is designated as open space in the local plan. The £10,000 is a provision for costs to see what income could be generated from that land. One proposed scheme has already been turned down.

Q: Why is the Town Bus such a large diesel vehicle when so few people use it?

A: The Chairman explained that this service is provided by Buckinghamshire Council and that Marlow Town Council contributes to the cost. Although numbers have dropped during Covid the service is well used. The Town Clerk pointed out that the bus has recently been replaced with a slightly less polluting vehicle and that a leaflet campaign is launching to encourage more residents to use the service.

Q: What is happening to the width restrictions on Marlow Bridge?

A: The Chairman responded that the Bridge is under the control of Buckinghamshire Council. Cllr Heap advised that works to replace the cap stones (width restrictions) has been scheduled for week commencing August 23rd.

Q: Cllr Funnell you mention in report a core strategy and high value community projects what does this mean?

A: Cllr Funnell responded that he has alluded to large change in his report, the Council has already established the newly formed environment committee, the focus is on people, kids the community and every resident. We intend to make big meaningful actions on the environment and will be canvassing the residents.

Q: Is there a timetable for the Community Engagement project mentioned by the Environment Committee?

A: Cllr Towns responded that the Council is working with the Environment Consultant on the detailed proposal and timescales.

Q: What has happened about the cameras and sensors that were up around the town as part of an AQMA survey?

A: The Town Clerk responded that this was a Buckinghamshire Council project and that no data had been shared with the Council as yet.