

MARLOW TOWN COUNCIL

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

TO: MEMBERS OF THE TOWN COUNCIL

Town Mayor | Cllr R Scott **Deputy Mayor** | Cllr J Towns

Councillors: T Avery, D Brown, R Cadman, C Funnell, C Heap
C Hoyle, N Marshall, N Mityaeva, C Stapley, R Wilson

A MEETING OF THE **TOWN COUNCIL** WILL BE HELD ON **TUESDAY 24th JANUARY 2023** at **7.00pm** IN THE SEYMOUR ROOM, COURT GARDEN, POUND LANE, MARLOW, AND YOU ARE HEREBY SUMMONED TO ATTEND

A G E N D A

Hilary Martin

Mrs H Martin | Town Clerk | 19.01.23

M.75.22	Apologies for absence	
M.76.22	Declarations of interest	
M.77.22	Communications from the Town Mayor	INFORMATION
M.78.22	Report from Leader of the Council	INFORMATION
M.79.22	Town Council Minutes – 06.12.22	DECISION
M.80.22	Use of Gossmore by Racing Running Line	DECISION
M.81.22	Community Committee Proposal for Causeway Improvements	DECISION
M.82.22	Management Accounts	DECISION
M.83.22	Budget 2023-24	DECISION
M.84.22	Precept 2023-24	DECISION
M.85.22	Information Reports	INFORMATION
	a) Committee Minutes	
M.86.22	Reports from Outside Bodies	INFORMATION
M.87.22	Reports from Buckinghamshire Council	INFORMATION
M.88.22	Date of next meeting: Tuesday 7 th March 2023 at 7.00pm	INFORMATION
	PUBLIC QUESTION TIME	

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.

COMMUNICATIONS FROM THE TOWN MAYOR

Mayoral engagements

Since our last meeting, I have attended the following –

14 December Opened new store – Fairfax & Favor, Market Square, Marlow

14 December Hosted Carols on the Causeway event

2023

18 January Visited 3rd Marlow Scouts to talk about Local Government

Full details of our Civic and Community events are always on the Town Council website.

**Cllr Richard Scott
Town Mayor
January 19, 2023**

REPORT FROM LEADER OF THE COUNCIL

The Leader's report will be presented at the meeting.

M.78.22

MARLOW TOWN COUNCIL

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

MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 6TH DECEMBER 2022 AT 7.00pm IN THE COURT GARDEN CAFÉ, 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 Marshall N Mityaeva C Stapley
	Town Clerk	Mrs H Martin

M.61.22 Apologies for absence

Apologies for absence were received from Cllr T Avery and Cllr R Wilson.

M.62.22 Declarations of interest

There were no declarations of interest.

M.63.22 Communications from the Town Mayor

Mayoral engagements

Since our last meeting, I have attended the following –

1 October	Attended Marlow Carnival
10 November	Opened new Lidl store
10/11 November	Attended Remembrance/Armistice day commemoration in Marly le Roi
11 November	Deputy Mayor, Cllr Jocelyn Towns, attended Armistice day service on The Causeway
12/13 November	Hosted hospitality for Jean-Yves Perrot, Mayor of Marly le Roi, together with Cllr Cecile Deleplanque
13 November	With Town Councillors, hosted the annual Remembrance day service on the Causeway

24 November	With the Leader, Cllr Chris Funnell, appeared on the Mike Cannon show on MarlowFM
24 November	With Town Councillors, hosted the Christmas lights Switch On
25 November	With Cllr Towns, attended Head & Neck Cancer charity ball at Crowne Plaza hotel as guests of the charity
26 November	With the Leader, Cllr Chris Funnell, attended Marine Reserve open day at Army Reserve Centre, Booker
1 December	With Cllr Towns attended the Christmas lights switch on at Cliveden Manor
1 December	Attended the opening of the Late Night Shopping evening organised by Marlow Chamber of Trade
3 December	With Buckinghamshire Council chairman, Cllr Dev Dhillon, attended 90 th birthday celebration for resident John Campbell at the Compleat Angler
4 December	Attended the Rotary Clubs of Marlow Santa Fun Run

Full details of our Civic and Community events are always on the Town Council website.

Cllr Richard Scott
Town Mayor
December 5, 2022

M.64.22 Report from Leader of the Council

Cllr Funnell reported how fabulous the Switch On was and wanted to put on record a thank you to Peter Jones who made it a brilliant evening.

Cllr Chris Funnell
Leader
06.12.22

M.65.22 Town Council Minutes

RESOLVED:

THAT THE MINUTES DATED 04.10.22 AND 01.11.22 WERE APPROVED AND SIGNED AS A TRUE RECORD

M.66.22 Meetings Timetable 2023-24

RESOLVED:

THAT THE MEETINGS TIMETABLE FOR 2023-24 BE APPROVED

M.67.22 Cemetery Proposal

Proposal for additional spend of £2,000 to increase full burial capacity by 14 graves by cutting back existing overgrown hedging and the erection of replacement fencing.

History

In May 1909 Marlow Urban District Council was informed that the parish churchyard had been closed for burials. A Cemetery subcommittee was established by the Council and in late 1909 five acres of then farmland were purchased. The architect CS Vardy was appointed, and the Chapel was constructed with a foundation stone dated 4th July 1910. The Cemetery was consecrated on 8th December 1910 by the Bishop of Oxford.

The whole site was mapped and defined in 1910 but only the southern half of the grounds were laid out initially, with the northern half laid out in 1924.

In 1948 the Council adopted the Cemetery regulations for exclusive rights of burial, with a lease period being granted of 99 years. A triple plot allows the burial of three people and up to 6 ashes, a double plot allows the burial of up to two people and 6 ashes. Full burial plots and ashes only plots can be purchased separately.

No pre purchase of graves is permitted and anyone can apply to be buried in the Cemetery, a sliding scale of fees is operated with discounted fees for Marlow residents.

Current grave situation

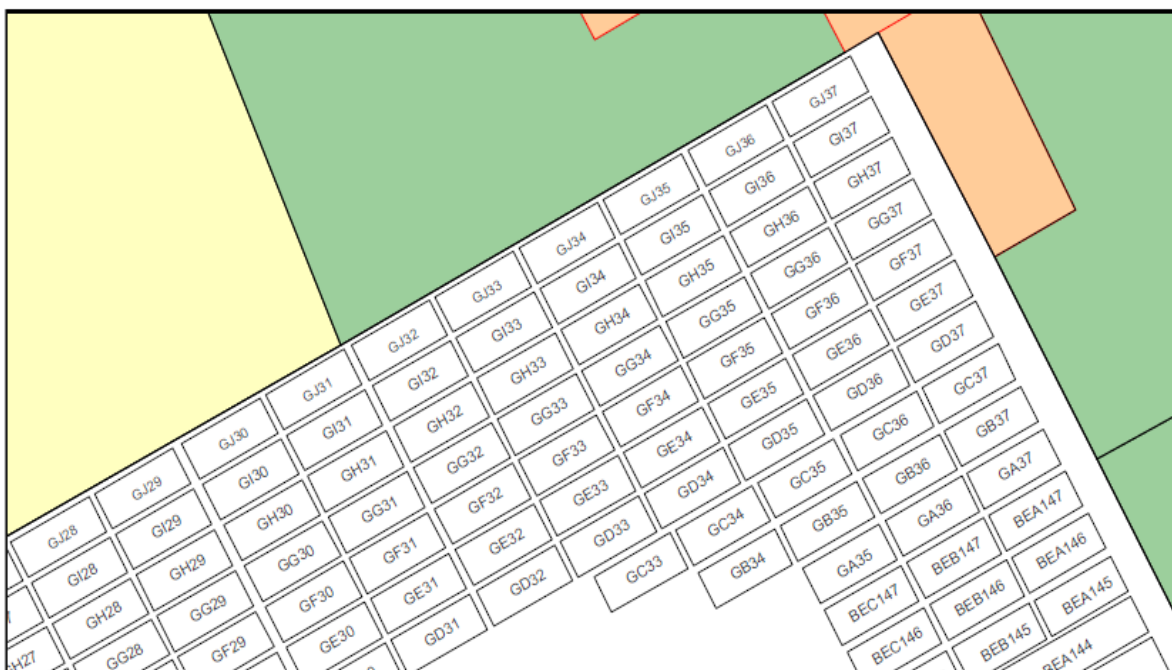
At the time of writing there are 8 full graves available and 60 ashes interment plots. There are infill graves available on the old road, possibly up to 12 graves but will require test digs, tree pollarding and possible tree removal to use this area, the volume of trees may mean that the majority of the area would be ashes only.

Members were provided with the current scale of fees, sliding fee scale and an analysis of the past three years interments with associated fees.

Proposal

14 new full burial graves can be created by cutting back a large section of hedging in section G and replacing the boundary with the neighbour with new panel fencing. The majority of the cut back and clearance can be achieved within the existing tree maintenance contract with Buckinghamshire Council. The total cost of the project including the erection of new panel fencing is between £1800 and £2000.

New grave numbers GJ31 to G137



For the past three years the average number of new full burials is 6.6, this proposal will enable new full burials to continue for approximately three possibly four years. At this point Council will need to consider moving to an ashes interment only Cemetery for new plots, full burials in already purchased graves with space will be able to continue.

RESOLVED

THAT COUNCIL APPROVED EXPENDITURE OF UP TO £2,000 FOR THE DESCRIBED WORKS TO CREATE 14 ADDITIONAL GRAVE SPACES

M.68.22 Management Accounts

Circulated to all members were the following schedules:-

- D1 Balance sheet dated 31.08.22
- D2 Income and Expenditure schedule dated 31.08.22
- D3 Earmarked Reserves schedule dated 31.08.22
- D4 Grants schedule dated 31.08.22
- D5 Bank Reconciliation dated 31.08.22
- D6 Copy bank statements at 31.08.22

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 31.08.22, AS APPROVED BY THE RESOURCES COMMITTEE MINUTE RC.21.22, WERE APPROVED

M.69.22 Appointment of internal Auditor 2022-23

The Internal Auditor appointed by the Town Council for the past financial year has indicated that he would be willing to carry out the audits again this year, the service the Town Council has been thorough and professional.

To undertake the interim audit and year-end audit at a fee of £790.00 plus VAT.

Members are asked to approve the Internal Auditors Terms of Reference (circulated to all members)

RESOLVED:

THAT MEMBERS APPOINT THE SAME INTERNAL AUDITOR FOR THE YEAR 2022/23 AND

APPROVED THE CURRENT SCALE OF FEES AND

APPROVED THE INTERNAL AUDITORS TERMS OF REFERENCE

M.70.22 Cemetery Fees

In light of the restricted amount of space remaining in Marlow cemetery and taking into account inflationary pressures it is proposed that the cemetery prices for 2023/2024 are adjusted as follows:

1. Grave/Ashes Purchases, Burials/Ashes

Marlow residents – 5% increase on current prices
Non-residents – 100% increase on current prices

2. Transfer, Memorial and other Office Fees

Increase of 10% on current prices across the board

Effective from 01.01.23

RESOLVED:

THAT THE CEMETERY FEES BE INCREASED AS DETAILED ABOVE

M.71.22

Information Reports

a) Social Media Information

Facebook

August to November

Post reach 9,963

Post engagement 1,961

Page new likes 63

Highest post reach was photos of Remembrance, post reach 550, post engagement 79

Instagram

August to November

Instagram reach increased by 22% to 1,802 followers

Most engaging post Marlow Remembrance Parade with 1003 people reached

Twitter

August to November

Top tweet Peter Jones switches on the Christmas lights 832 tweets

Followers increase of 27% to 2,234 followers

b) Committee Minutes

Members are reminded that all minutes are posted to the Town Council website and all members are invited to review all Council and Committee minutes regularly.

MEMBERS NOTED THE REPORTS

M.72.22 Reports from Outside Bodies

Cllr R Cadman

Cllr Cadman reported on the historical link of town twinning between Marlow and Budavar, District 1 of Budapest.

Following a recent committee meeting the twinning link between Marlow and Budavar has sadly ceased. A planned visit from Budavar in 2020 was postponed due to Covid and there had been no interest shown to rearrange the visit. In addition, there has been no interest for a Chairman to take over from Cllr Cadman.

Cllr J Towns

Reported attending a BIDCO meeting.

M.73.22 Reports from Buckinghamshire Council

Cllr C Heap reported funding has been allocated for new play equipment for Higginson Park for 2023. Court Gardens Leisure centre has issues with creases in the pool liner, the pool will be closed the week before Christmas for it to be investigated. Attended a presentation by ACOM about West Marlow flood prevention for surface water specifically for West Street and Pound Lane by Marlow Sports Club, ACOM are currently at the design phase.

Cllr N Marshall reported waste collection services have finally improved, and the rounds reorganised. The Newt Ditch scheme is conducting a briefing on Wednesday December 7th at 6.30pm. Zig Zags are being installed outside Holy Trinity School in Wethered Road. Marlow C of E School has applied through the Bucks scheme for solar panels. The Solar bin trial in Higginson Park is expanding and will be trialled in additional locations.

M.74.22 Date of next meeting

Tuesday 24th January 2023 at 7.00pm

Meeting closed at 7.40pm

Town Mayor **Date**

Council approved Racing Line running to use a small section of Gossmore for a running event in 2021 and 2022. The event continues to be a success and Council were paid £500 for the use of the area. Racing Line would like to run this event again on September 17th, they have safety advisory group approval and Marlow United Football Club are happy that the event will have no impact on the football games that weekend.

RECOMMENDED:

THAT MEMBERS APPROVE RACING LINE RUNNING TO USE GOSSMORE ON SEPTEMBER 17TH WITH A DONATION OF £500 TOWARDS TO THE UPKEEP OF THE GOSSMORE RECREATION GROUND

Report to Council on the changes at The Causeway

Date: 11th January 2023
Title: Refurbishment of The Causeway
Relevant Councillor: Cllr R Scott
Contact Officer: Melissa Bradley

Recommendations:

That The Causeway open space is landscaped to provide a more enjoyable area to be used by the residents of and visitors to Marlow. Council has £20,000 in earmarked reserves for enhancements to The Causeway.

1. Executive Summary

This report discusses the opportunity to make The Causeway a more usable space for the public. It has been proposed that The Causeway is not utilised to its maximum potential.

2. Introduction

The Causeway has been the same configuration for many years and is a landmark of the town. However there are not many seating areas, the tree branches use up space and the flagpole guy ropes extend over a large area, making it hazardous and limiting walking space. Recently the local market has been using more of the area and it has become apparent that people do enjoy this space but it is not easy to manoeuvre or to rest. The benches are all situated facing the road, rather than in towards to the memorial.

MTC would like to re purpose the land on The Causeway to make it more inviting to the community. The grass surface is currently uneven so we would like to resurface and level that out but it would remain as grass. The flagpole will also be replaced to allow for greater enjoyment and utility of the grass area. While the final plan is to be confirmed following internal and external consultation, the options for this area are listed below.

3. Health and Safety

The flagpole is secured by four guy ropes spreading out from the pole which consumes a large space and the ropes are a trip hazard. The pole would be replaced with a single, more compact 15 metre pole that will be situated closer to the war memorial with no guy ropes. This would allow a much larger area to be used and remove the possibility of anyone tripping over the ropes.

4. Options

Option 1

Level the ground, trim the trees, rearrange the street furniture and move the flagpole

Flagpole

15m pole to replace existing. It will be fibreglass with two internal halyards to enable 2 flags to fly at different levels

The best purchase price for a new pole as above is £1,500. There are not many suppliers and they are all of similar quality and cost. 3 quotes received.

The costs for removing the old pole and installing the new pole (including purchase) are:

Contractor 1 - £10,332

Contractor 2 - £4,000

Contractor 3 – met them on site and has not since responded.

Electricity

Only one quote received for moving the electricity box at £5,000 from an SSEN approved contractor.

SSEN have quoted £3,000 to move the main box but will not move the cables branching out from the box. SSEN will only move the box and the trunk coming from the main supply on the road. It will cost at least another £2,000 to get a contractor to do the remaining works.

Lighting

War memorial lighting is correct and does not need any adjustment work.

Trees

BCC will meet us on site once we have decided on a plan to see what can be done to trim the trees back.

Ground levelling & Street furniture

This is in one category as both can be done by the same grounds maintenance contractor.

No entry sign will be moved, benches to be turned inwards, possibly one left outward facing.

Another suggestion was to have a border around the trees with flowers in the border.

The ground should be cordoned off for 2 weeks for turf and 1 month for grass seed. March would be the best time for grass work to be done. Seed would be £350 cheaper but more time needed with the area cordoned off. The quotes below are for turf.

Contractor 1 - £13,500

Contractor 2 - £4,000

Contractor 3 – £16,000

Land ownership

BCC have been notified that we will be applying for ownership and we can continue with application to Land Registry after full MTC approval of project.

Artists impression

A computer generated image of The Causeway as we would like it to be will cost £750.

Total current projected cost for option 1

Projected costs for this project will be £15,000. This includes:-

- Flagpole purchase, removal, disposal and installation
- Ground levelling and street furniture moving
- Electricity box move
- Land ownership application and valuation costs
- Preparation costs

Please be aware that in the current economic climate, prices are continually rising and it would be advisable to have a contingency fund. Prices have risen since this project was first suggested.

Option 2

No change

Total current projected cost for option 2 £0

Option 3

Part of the above works listed in Option 1, to be decided by the Council.

RECOMMENDED: IT IS THE OFFICERS RECOMMENDATION THAT OPTION 1 BE CHOSEN TO MAKE THE AREA AT THE CAUSEWAY AN OPEN SPACE THAT DRAWS THE PUBLIC IN TO ENJOY THE SIGHTS AND GREENERY OF THE CAUSEWAY. THE COST TO BE MET FROM EARMARKED RESERVES FOR THE CAUSEWAY

Images of the scheme will be presented at your meeting.

MANAGEMENT ACCOUNTS

M.82.22

Attached as appendix D1-6 are the following schedules:-

- D1 Balance sheet dated 30.11.22
- D2 Income and Expenditure schedule dated 30.11.22
- D3 Earmarked Reserves schedule dated 30.11.22
- D4 Grants schedule dated 30.11.22
- D5 Bank Reconciliation dated 30.11.22
- D6 Copy bank statements at 30.11.22

RECOMMENDED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.11.22, AS APPROVED BY THE RESOURCES COMMITTEE MINUTE RC.28.22, BE APPROVED

Budget narrative 2023/2024

We are pleased to announce that during this difficult economic environment the Town Council was able to prepare a balanced annual budget for fiscal year 2023/2024 that does not result in an increase in parish tax to our households.

The Town Council is committed to continue to provide much valued services and community events to its residents and has been carefully reviewing income and expenditures to ensure that the residents get good value for money and important services continue to be effectively delivered.

We are not projecting an increase in revenues and must manage our expenses. Unfortunately, due to the inflationary pressures most of our costs are projected to increase. For example, the projected salaries for the office staff that work hard to look after our Town are expected to increase in line with the inflation. The other big item is utilities including business rates, water, electricity and gas that are also projected to increase.

As part of the budgeting process, we have reviewed the viability and value of a number of services that go some years back. For example, our annual cost of £6,300 for the town bus is currently under consideration because of limited use by our residents, the disproportionately high cost per journey, as well as our commitment to the sustainability agenda.

To manage the costs for the benefit of our residents and not to seek an increase in parish tax, some of our community events planned for 2023/2024 will be covered through the existing reserves that either were earmarked for specific purposes or come from the general reserves.

We are committed to review and scrutinise our contract commitments and expenses to find real savings for the town and its residents. Although the town has always been prudent, we understand that securing value for money has become even important in the current situation.

Despite many challenges we hope to have a great year ahead full of exciting community events, valuable services and support to our residents and we expect the current budget to deliver on our promises.



Income and Expenditure Forecast Statement 2022-23 and 2023-24 Proposed Budget		Full Year Budget	Actual/ Forecast	Full Year Budget
		2022/23	2022/23	2023/24
INCOME				
1	Precept Received	376,798	376,804	381,701
2	Bucks CC Devolved Services	17,376	17,377	17,376
3	WDC Devolved Services	48,119	48,119	48,119
4	Allotment Rents	14,100	14,100	14,100
5	Cemetery Fees	50,000	68,236	58,304
6	Gossmore Recreation Ground	1,200	1,200	1,200
7	Bus Shelter Advertising	600	575	600
8	Banner Administration	850	246	0
9	Markets	2,000	0	0
10	Cash Holding Interest	6,231	7,525	6,231
Totals		517,274	534,182	527,631

1

EXPENDITURE		Full Year Budget	Actual/ Forecast	Full Year Budget
		2022/23	2022/23	2023/24
11	Salaries	211,132	209,253	225,384
12	Subcontractors	18,321	13,000	18,321
13	Administration	30,871	32,095	32,017
14	Waste Management	5,326	5,326	5,626
15	Health and Safety	3,810	5,544	3,950
16	Equipment, Operating and Maintenance	3,188	5,679	4,312
17	Community	128,470	137,284	118,242
18	Devolved	81,888	82,000	82,011
19	Utilities	8,609	11,650	11,359
20	Buildings	18,002	18,250	18,002
21	Insurance	3,787	4,083	3,787
22	Van	3,600	3,978	4,620
Totals		517,274	528,142	527,631
Surplus/Deficit			6,040	

RECOMMENDED:

1. THAT MEMBERS APPROVE THE INCOME AND EXPENDITURE FORECAST
2. THAT MEMBERS APPROVE THE PROPOSED INCOME AND EXPENDITURE BUDGET FOR 2023-24 AND
3. THAT IN PURSUANCE OF ITS POWERS CONFERRED BY SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

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(AS AMENDED) THE TOWN COUNCIL: -

APPROVES PROPOSED EXPENDITURE FOR 2023-24 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

SECURITY PATROLS

PRECEPT

Please refer to the table below:-

The tool below will help you set your Council Tax for 2023-24.

Input 1

Select your Organisation using the drop down Box in the Pink Box

Parish

Input 2

Enter either your proposed Precept Demand **D11** or Band D Council Tax for 2023/24 **D13**

Precept	£0.00
Or	
Band D Tax (Estimated)	£55.25

Table - Summary of Results		Do not enter data below	
Year	2022-23	2023-24	Difference
Precept	£376,798.00	£381,701.81	£4,903.81
Income	£376,798.00	£381,701.81	£4,903.81
Tax Base	6819.4	6908.63	89.23
Band D Tax (Estimated)	£55.25	£55.25	0.00%

RECOMMENDED:

THAT THE MARLOW TOWN COUNCIL PRECEPT FOR THE YEAR 2023-24 BE IN THE SUM OF £381,701

INFORMATION REPORT

a) Committee Minutes

Members are reminded that all minutes are posted to the Town Council website and all members are invited to review all Council and Committee minutes regularly.

MEMBERS ARE REQUESTED TO NOTE THE REPORT