

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF A MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 29th MAY 2012 IN THE CHAPTER HOUSE,
ST MARY'S CHURCH, PRINCES RISBOROUGH AT 7.15PM**

PRESENT

Cllr G Hall (Chairman),
Cllrs W Streule, A Turner, B Bendyshe-Brown, P Williams, W Woolf, P Summerbell,
D Green, E Clifford and J Coombs

Clerk to the Town Council – Susanne Griffiths
4 members of the Public

1. ELECTION OF TOWN MAYOR

Cllr G Hall was proposed by Cllr A Turner
Seconded by Cllr W Woolf
All present agreed.

2. A DECLARATION OF ACCEPTANCE OF OFFICE

A Declaration of Acceptance of Office was signed by Cllr G Hall

3. ELECTION OF DEPUTY TOWN MAYOR

Cllr G Hall proposed that a secret ballot was held for the voting of the Vice-Chairman. Seconded by Cllr J Coombs.

Cllr A Turner was proposed by Cllr E Clifford
Seconded by Cllr W Woolf

Cllr W Streule was proposed by Cllr B Bendyshe-Brown
Seconded by Cllr P Summerbell.

A vote was taken by secret ballot. The vote was tied and the Chairman asked the members to vote again. A further vote was taken by secret ballot and as the vote was tied again the Chairman used his casting vote to ensure a decision was made. Cllr A Turner was declared Vice Chairman/Deputy Mayor

4. ELECTON OF CHAIRMAN OF FINANCE

Cllr J G Hall proposed that a secret ballot was held for the voting of the Chairman. Seconded by Cllr J Coombs.

Cllr W Streule was proposed by Cllr J Coombs. Seconded by Cllr P Williams.
Cllr A Turner was proposed by Cllr D Green

Seconded by Cllr W Woolf.

A vote was taken by secret ballot. Cllr A Turner was declared Chairman of Finance with a majority of 6 votes for and 4 against.

5. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs S Swanson and R Orsler

6. MINUTES

The Minutes of the previous meetings of the Town Council 24th April and 8th May having been circulated were unanimously approved by the Meeting and signed by the Chairman.

7. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Cllr A Turner declared an interest in agenda item number 18 – Response to planning applications 12/06026/CAC and 12/06003/FUL

8. A REPORT FROM THAMES VALLEY POLICE

Apologies were received from the police. A written report was sent by Sgt. Deane giving an update on police matters in the Princes Risborough Area, a copy of which was circulated to all members prior to the

meeting. **All present agreed** to request the Clerk to thank Sgt Deane for his comprehensive report and compliment him on the professionalism of his staff at the Freedom Parade. **All present further agreed** to place the police report on the website for the public to view. **SG**

9. A REPORT FROM BCC - CLLR C ETHOLEN, ON MATTERS CONCERNING PRINCES RISBOROUGH

Buckinghamshire County Council Cllr C Etholen updated the members on road maintenance around the town. A site meeting has taken place in Culverton Hill and various repairs to the road and footpath including the repair of potholes and the manhole cover has been agreed.

The N.A.G. has secured additional funding for a second V.A.S.

Cllr C Etholen was pleased to announce that the Social Enterprise Group will be formally opening the Princes Centre Ltd on 1st June 2012.

Cllr J Coombs requested Cllr Etholen investigate the different standards of grasscutting by the different contractors employed by the B.C.C.

Cllr G Hall requested Cllr Etholen investigate the flooding in Summerleys Road.

Cllr D Green requested an update on a proposed footpath in Crowbrook Road / Mill Lane. Cllr Etholen responded that there is a problem with obtaining the frontage of residents properties to build the footpath due to the cost and that a compulsory order to purchase the land will need to be issued.

Cllr G Hall requested that the lighting in the High Street is not sufficient for the CCTV at night. Cllr Etholen agreed to investigate if the lanterns could be upgraded. **CE**

10. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Cllr A Turner informed the members that he attended the CCTV External stakeholder meeting on the 23rd May and that the system is out for tender.

11. COMMITTEE CHAIRMEN TO RECEIVE QUESTIONS FROM THE MEMBERS IN RESPECT OF RECENT MINUTES.

None.

12. CORRESPONDENCE RECEIVED

Letter from Festival re: use of parks and market house for Festival week

All present agreed for the Festival to use the parks and Market House during Festival week providing there are no more than 5 people at any one time in the Market House and a disclaimer is signed agreeing not to copy the key. **SG**

Letter re: the disable parking spaces outside the Community Centre

A letter has been received complaining that the parking places for the disabled at the Community Centre are used by non blue badge holders. The Clerk is requested to contact the Community Centre Trustees to raise the issue with them and also the N.A.G requesting that inconsiderate parking notices are placed on the cars. It was noted that these notices are not enforceable. **SG**

Offer from a resident offering a donation to the town to commemorate the Jubilee

A resident has offered to donate a sum of money to provide a bench or shelter in the town to celebrate the Diamond Jubilee. **All present agreed** that a bus shelter outside the George and Dragon would be appreciated by many of the residents and agreed in principle to the installation of a shelter in this position providing Highways give the appropriate permission. The Clerk is requested to obtain quotations for a glass shelter and contact the Highways dept to ascertain if the Town Council would be given permission. **SG**

Email from resident re: cycle lane in the High Street

All present agreed for Cllr W Streule to respond. **WS**

Email from Christmas Quilters re: use of Market House for charity event

All present agreed to allow the use of the area underneath the Market House on a Saturday afternoon or during the morning facing out towards the Betting shop and LloydsTSB as the Fruit and Vegetable Market trader has a regular slot on a Saturday morning. **SG**

13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

All present agreed to the following members to represent the Town Council on the following organisations

PR Market Management – Cllrs A Turner and D Green

RAP – Cllrs A Turner and B Bendyshe-Brown

Princes Centre Ltd, Social Enterprise – Cllrs A Turner and J Coombs

NAG – Cllr B Bendyshe-Brown

Risborough Area Forum - Cllr B Bendyshe-Brown

NWCAF – Cllr D Green

Rural Forum - Cllr W Streule

Youth Club – Cllr W Streule

WDLAC - Cllrs A Turner and W Woolf

Community Centre - Cllrs A Turner and J Coombs

ALL

14. DATE FOR THE ANNUAL TOWN MEETING

All present agreed that the date for the Annual Town Meeting in 2013 is to be the 17th April and the venue to be at the Princes Centre..

SG

15. THE RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE 2011/2012 AUDIT AND GOVERNANCE STATEMENT.

Cllr W Streule, Vice Chairman of Finance, confirmed that the Accounts for the year ending 31st March 2012 were in order and proposed that the Town Council approve the Audit Return and the Annual Governance Statement.

Seconded by Cllr P Williams. **All present agreed.**

Cllr G Hall congratulated the Clerk on another excellent Internal Audit.

16. MOVING THE TOWN COUNCIL OFFICE TO THE PRINCES CENTRE.

After consideration of the costs involved staying in the present premises, Cllr W Woolf proposed **to** move the Town Council office to the Princes Centre during July 2012. Seconded by Cllr B Bendyshe-Brown. **All present agreed**

SG

17. THE PLANTING OF NEW TREES IN MONKS RISBOROUGH AND PRINCES RISBOROUGH

Cllr E Clifford requested that the four new trees planted in the Monks Risborough lay-by be replanted in an alternative area following a complaint from a resident. Phil Simpkin, Arboriculturalist for WDC suggested replanting the trees in verges on the A4010 towards Askett. **All present agreed. All present further agreed to use the Maintenance Team to water the replanted trees.**

SG

Cllr B Bendyshe-Brown gave his apologies and left the meeting at 8.40pm

Phil Simpkin, presented plans for the consideration of the members for the planting of new trees in Princes Risborough (one on the corner of Aylesbury Rd and The Avenue, and 3 on Berryfield Road). BCC Highways have approved these locations, but he requires approval from the Town Council. Cllr W Streule proposed that the Town Council support this tree planting plan. Seconded by Cllr A Turner. **All present agreed**

Cllr G Hall requested that Mr. Simpkin investigate the possibility of planting new trees in Manor Park Avenue to give the Avenue continuity for when the older trees die. Mr Simpkin agreed to look at the spacing of the present trees to ascertain if the Avenue can accommodate additional trees.

18. PRTC RESPONSE TO PLANNING APPLICATIONS 12/06026/CAC AND 12/06003/FUL -- THE DEMOLITION AND DEVELOPMENT OF THE PO BLDG ON BELL STREET

Cllr A Turner declared an interest in this agenda item and did not take part in the discussion and decision.

All present agreed for Cllr W Streule to circulate a draft response objecting to the proposals for councillors to consider and comment on before responding to WDC Planning department.

WS

19. AN INDEPENDENT REVIEW OF THE OFFICE STAFF SALARIES

Cllr a Turner advised that concerns had been expressed from some members following recent enquiries, that the office staff were being underpaid for their roles and responsibilities in comparison to other Parish and Town Council offices of a similar size. Cllr Turner proposed that an independent review is carried out by the Buckinghamshire Association of Local Councils of the hours and salaries paid. Seconded by Cllr E Clifford. **All present agreed.**

SG

20. THE PROVIDER FOR THE TOWN COUNCIL INSURANCE POLICY FOR 2012/2013.

Further to the previous circulation of various quotations, **all present agreed** to sign a 3 year agreement with Zurich Town and Parish but with the option to extend for a further 2 years at £3,593.49. **SG**

21. ADOPTION OF THE DATA PROTECTION POLICY PREVIOUSLY CIRCULATED TO THE MEMBERS.

All present agreed to adopt the Data Protection Policy previously circulated to the members. See appendix 1.

22. THE PROGRESS OF THE MAINTENANCE TEAM

Cllr J Coombs presented a report on the success of the Maintenance Team and was pleased to announce savings greater than originally forecast. The decision to hire a third operative has proved to be a sound financial decision as it has enabled the team to take on additional paid work for other authorities which more than covers the cost of the third operative and enables the existing team to keep on top of the increased workload in the town. All present agreed that the savings were very impressive. Cllr J Coombs was thanked for his hard work and perseverance with this initiative to bring it to fruition.

23. THE REMIT FOR THE TOWN COMMITTEE.

Cllr J Coombs recommended that the Town Council approve the recommendation for the remit of the Town Committee as per the circulated document. Seconded by Cllr E Clifford. **All present agreed.**

24. VIRING THE BUDGETS FROM PARKS/GARDEN AND MAINTENANCE TO A NEW BUDGET UNDER THE TOWN COMMITTEE.

Cllr J Coombs recommended that the Parks/Garden and Maintenance committees are vired to a new budget under the Town Committee. **All present agreed.**

25. ON VIRING £565 FROM RESERVES TO THE PUBLIC RELATIONS BUDGET FOR THE RAF FREEDOM PARADE.

Cllr A Turner proposed that the shortfall of £565 required for the Public Relations budget which covers Town events including the RAF Freedom Parade is vired from the Reserves budget. Seconded by Cllr P Williams. **All present agreed.** Cllrs J Coombs and E Clifford were thanked for their work in organising such a successful event.

26. THE FINAL DRAFT FOR THE SMG WILDFLOWER MEADOW NOTICEBOARD OR TO MAKE THE DECISION TO REFUND THE GRANT RECEIVED FOR THIS PROJECT.

After a short discussion, a vote was taken on whether to approve the text and design for the notice board as per the previously circulated e-mail. The motion was carried with 7 members voting to approve the draft for the notice board and 2 members abstaining. **SG**

27. THE TOWN SIGNAGE FOR MONKS AND PRINCES RISBOROUGH

Cllr G Hall proposed that the Town Council replace the existing entry signs for Princes Risborough and Monks Risborough with new green signs which other towns and villages in Bucks have adopted. He explained that the wording is usually added to the signs to create interest among passing motorists and visitors to attract tourism etc. **All present agreed** to delegate this agenda item to the Town Committee for investigation into the feasibility and costs involved. All present further agreed involve the Heritage Society and RAP. **SG**

28. A REQUEST FROM THE CAR BOOTERS TO PLACE A BENCH IN MEMORY OF RITA WOODWARD IN WADES PARK

Cllr W Woolf requested permission from the Town Council to install a bench in memory of Rita Woodward in Wades Park. **All present agreed.**

29. SENDING A LETTER OF CONGRATULATIONS TO THE QUEEN ON HER DIAMOND JUBILEE.

All present agreed to send a letter of congratulations to the Queen on her Diamond Jubilee on behalf of the Town Council. **SG**

30. ON SIGNING THE LICENCE TO ASSIGN AND CHARGE THE PREMISES KNOWN AS HEALTH CLINIC, WADES PARK, STRATTON ROAD, PRINCES RISBOROUGH AS PER TOWN COUNCIL DECISION 13/12 (3)

All present agreed for the Chairman and Clerk to sign the previously circulated copy of the License to Assign and request back payment for the difference from the annual rent paid to the recommended annual rent of £500.00 from 2001. **SG**

31. AGREEMENT OF THE COSTS INVOLVED TRANSFERRING THE LAND AS PER TOWN COUNCIL RESOLUTION 28/11 (12)

Cllr A Turner advised that Wycombe District Council is now in a position to transfer the areas of land, which were excluded from Red Kite, to the Town Council. The transfers will be at nil price and without any dowry, but the Town Council will need to cover the costs, which will be no more than £300. The Town Council is requested to confirm details of their solicitor so that the necessary paperwork can be issued. **All present agreed** to pay the cost and to the use of BCC solicitors to act on the Town Council's behalf. **SG**

32. TO RECEIVE AN UPDATE ON THE PROPOSED COMMUNITY BUILDING PROJECT

All present agreed to defer this agenda item until the next meeting.

33. TO RECEIVE AN UPDATE ON THE HISTORY OF RISBOROUGH PLAQUE OUTSIDE ST MARY'S CHURCH

Cllr W Streule informed the members of the progress in replacing the History of Risborough Plaque outside St. Mary's Church and advised that the heritage Society were working on the art work. A quotation had been received and the Heritage Society had agreed to donate a contribution towards the cost. **All present agreed** to the quotation providing it was under £600. **SG**

34. AGENDA ITEMS FOR NEXT MEETING.

To receive an update on the proposed community building project

To discuss and decide on the action to be taken concerning the encroachment of trees on Whiteleaf Cross (Cllr D Green)

35. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 26th June 2012 at 7.15pm in the Chapter House, St Mary's Church, Princes Risborough.

36. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

All present agreed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960.

There being no further business to discuss the Meeting closed at 9.30pm

Chairman..... Date.....