

**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 30th MAY 2017 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs I McLauchlan, P Summerbell, A Ball, A Turner, J Coombs, D Knights and N Davis  
Susanne Griffiths – Clerk to the Town Council  
Jayne Mylchreest – Clerical Assistant to the Town Council  
2 members of the public

**1. ELECTION OF CHAIRMAN/TOWN MAYOR**

To elect the Chairman/Town Mayor

Cllr A Ball proposed Cllr M Walsh

Seconded by Cllr A Turner

A vote was taken

**RESOLVED:** That Cllr M Walsh be duly elected Chairman and Town Mayor for the year 2017/2018

Cllr M Walsh in the Chair

**2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE**

**RESOLVED:** The Town Chairman signed the Declaration of the Acceptance of Office before the Town Clerk and Proper Officer of the Council.

**3. TO RECEIVE, NOTE AND AGREE APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllr G Hall who was on holiday, Cllr A Rolfe who was unwell and Cllr I Pearce who had previous commitments.

**RESOLVED:** To receive, note and accept the following apologies from Councillors G Hall, A Rolfe and I Pearce for non-attendance at the meeting

**4. MINUTES**

**RESOLVED:** To agree and sign as a correct record the minutes of the Town Council meeting on the 25<sup>th</sup> April 2017.

**5. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Cllr Turner and Walsh declared an interest in Agenda Item No 17 as they are Trustees of the Princes Centre.

**6. ELECTION OF VICE CHAIRMAN/DEPUTY TOWN MAYOR**

To elect the Vice Chairman/Deputy Town Mayor

Cllr M Walsh proposed Cllr A Ball

Seconded by Cllr J Coombs

A vote was taken

**RESOLVED:** Cllr A Ball be duly elected Deputy Chairman and Deputy Town Mayor for the year 2017/2018

**7. ELECTION OF CHAIRMAN OF FINANCE**

Cllr I McLauchlan proposed Cllr A Turner

Seconded by Cllr A Ball

A vote was taken

**RESOLVED:** Cllr A Turner be duly elected Chairman of Finance for the year 2017/2018

**8. A REPORT FROM THAMES VALLEY POLICE**

Sgt James Benfield reported on the following:-

- New Local Operating Model
- No plans to relocate the Police Station
- Crime updates – The Wycombe district including Princes Risborough up by 7% although Princes Risborough down by 1%

**9. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr Bendyshe-Brown was unable to attend.

## **A REPORT FROM WYCOMBE DISTRICT CLLR D KNIGHTS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr David Knights sent the following report: -  
Executive Leadership

The election of Leader and Deputy Leader of WDC was held in May, the post has once again been taken by Cllr Katrina Wood and Cllr Dominic Barnes. There have been some shuffles amongst Cabinet and Deputy Cabinet Members. Princes Risborough is now well represented within the Executive:

- Cllr Alan Turner is Deputy Cabinet Member for Planning
- Cllr Gary Hall is Deputy Cabinet Member for Environment
- Cllr David Knights is Deputy Cabinet Member for HR, ICT & Customer Service Cllr Gary Hall has also been appointed Chief Whip.

### **Local Plan**

The drafting and amending of the Local Plan is continuing, with expectation that it will be available for formal consultation in the summer. The plan includes significant infrastructure proposals including new schools, roads, medical facilities and improvements to the town centre to ensure its continued viability and importance. We are working with WDC on a number of initiatives to ensure that residents are able to fully understand the plans contents and have a chance to engage. This will include a stand at the Festival as well as a number of other opportunities.

### **Planning**

A meeting was held with local members, Cabinet Member for Planning, Chairman of the Planning Committee and planning staff concerning the approval of plans from Churchill to build 37 apartments in the space behind and around the Police station. Local members made clear the strength of adverse feeling towards this scheme and the Town Council's discontent with the way in which the planning process had been carried out. This may result in some minor changes to process to ensure a repeat does not occur in the future.

### **Ward Budgets**

Over the last year all three local members have used the full amount of their ward budgets (£3,100) to benefit local causes including, local school children (distribution of a safety book to each primary school child), Lighthouse, the Princes Risborough Youth Club, purchase of new Christmas Lights, Over 75 Christmas meal, batteries for Speedwatch equipment, Risborough Run in the Park. In 2017/18 the ward budgets will rise with local members having £4,500 to distribute to support causes in the town.

## **10. MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

Meeting between Princes Risborough Town Council and Wycombe District Council Cabinet 19<sup>th</sup> July 2016 Agenda Item No 1  
At this meeting it was agreed that W.D.C. would arrange for a meeting between Princes Risborough Town Council, Red Kite and W.D.C. to discuss the poor quality of repairs and renewals, missed appointments and poor customer service by Red Kite. To date a meeting has not been arranged. The office is requested to contact W.D.C. to arrange this meeting. **JM**

## **11. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED:** The following Councillors are representatives of the Town Council on Outside Bodies

**RAP** –It was duly agreed that **Cllr D Knights** be the representative on this body.

**Princes Centre Ltd, Social Enterprise** –It was duly agreed that **Cllrs A Turner and M Walsh** be the representatives on this body.

**NAG** – It was duly agreed that **Cllr N Davis** be the representative on this body.

**NWCAF** –It was duly agreed that **Cllr A Ball** be the representative on this body.

**Rural Forum** – It was duly agreed that **Cllr M Walsh** be the representative on this body

**WDALC**- It was duly agreed that **Cllr N Davis** be the representative on this body

**Community Centre** – It was duly agreed that **Cllrs A Turner, J Coombs and M Walsh** be the representatives on this body

**Youth Club** – It was duly agreed that **Cllr D Knights** be the representative on this body. **JM**

## **12. MEMBERSHIP OF TOWN COUNCIL COMMITTEES**

To agree the membership of each committee.

Planning Committee - Cllrs A Ball, I McLauchlan, J Coombs, M Walsh, N Davis, I Pearce

Public Relations Committee – Cllrs D Knights, I McLauchlan, A Turner, A Ball, M Walsh J Coombs, N Davis

Administration and Human Resources Committee – Cllrs, A Ball, J Coombs, I McLauchlan, P Summerbell, M Walsh, A Turner

Town Committee – J Coombs, G Hall, A Turner, A Ball, P Summerbell, M Walsh, I McLauchlan, N Davis, I Pearce, D Knights

Finance Committee – A Turner, M Walsh, To be advised.

Events Committee – J Coombs, I McLauchlan, A Ball, M Walsh, N Davis, D Knights

**RESOLVED:** Council agreed the membership of Committees for 2017/2018.

**JM**

### **13. CORRESPONDENCE RECEIVED**

A letter has been received from Bucks County Council regarding a Town and Parish Working Group relating to the Local Government Reorganisation

The Town Council has been invited to work informally with the County Council to develop their proposals for devolving services and working locally with town and parish Councils. Princes Risborough Town Council is requested to advise if the Council is willing to take part and if so, to nominate a Councillor to represent the Town Council. The first meeting to take place on the 19<sup>th</sup> June 2017.

**RESOLVED:** To reply that the Town Council would like to express an interest, subject to the decision of the Secretary of State's decision.

**JM**

A letter has been received from Wycombe District Council regarding a Town and Parish Charter relating to the Local Government Reorganisation

W.D.C. request feedback regarding creating a town and parish charter that would enable W.D.C. to develop an understanding with parishes about how W.D.C. wants to work together moving forward.

**RESOLVED:** To reply that although the Town Council prefers the W.D.C. proposal for a unitary authority the Town Council would like to express an interest, subject to the decision of the Secretary of State's decision.

**JM**

A letter has been received from the Ministry of Defence regarding Flying the Flag on Armed Forces Day

The Town Council is being encouraged to hoist the Armed Forces Flag on Monday 19<sup>th</sup> June and fly it for the duration of the week leading up to National Armed Forces Day.

**RESOLVED:** To fly the Union flag for the week beginning the 19<sup>th</sup> June 2017.

**KL/KP**

An email has been received from Bucks County Council regarding the Buckinghamshire and Milton Keynes Armed Forces Day

The 2017 event will take place on the 17<sup>th</sup> June between 12pm -7pm at Aylesbury Rugby Club. Volunteers are needed for the day and to help set up on the 16<sup>th</sup> June. Registration is online at [www.buckscc.gov.uk/afdvolunteering](http://www.buckscc.gov.uk/afdvolunteering)

**RESOLVED:** To advertise the event on the Town Council website.

**KP**

An email has been received from Wycombe District Council regarding the Freedom Parade

W.D.C. has been made aware that the Town Council is making arrangements for the Freedom Parade to be held in Princes Risborough in September. W.D.C. has confirmed that the District Council is responsible for the parade and sends their apologies that the Town Council has spent time already on the project. The Parade is due to take place in Princes Risborough in 2020.

Cllr M Walsh proposed to write to the Chairman of W.D.C. to express the Town Council's disappointment with the lack of communication and that as it is district event, the expectation is that the event in 2020 will be fully funded by W.D.C. Also in light of the work already undertaken this year and in previous years the Town Council requests it be reimbursed for the costs incurred.

**All present agreed.**

**SG**

An email has been received from a resident regarding a Commonwealth War Grave at the Baptist Church

The resident requests that the Town Council mark the centenary of the death of a soldier killed on the 29<sup>th</sup> August 1917 aged 18.

**All present agreed** that as the Baptist Church held an event on the 23<sup>rd</sup> May, no further events were planned to take place. There were about 20 people there including the members of Albert's family and a representative from the Royal British Legion. The Clerk is requested to advise the resident accordingly.

**SG**

A letter has been received from a resident regarding the Bucks County Council parking review

A resident has written to express concerns that cars are parking outside their property all day as a result of the Parking Review. Cllr Ball informed the members that the following roads have also been affected:-

Berryfield Road, Ash Road, Highfield Road, The Retreat, Parkfield Rise, Brooke Road, Cannon Place, Westmead, Shortborough, Windsor Hill, and Wellington Avenue.

**All present agreed** to write to Bucks County Cllr Bill Bendyshe-Brown to request B.C.C. plans for dealing with these issues in relation to Phase 1 and ask what plans are in place for Phase 2.

**JM**

**14. RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE ACCOUNTS FOR THE YEAR 2016/2017 AND THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL AUDIT RETURN**

The Annual Governance Statement had been previously circulated to the members for consideration.

**RESOLVED:** To approve the recommendation from the finance committee to approve the accounts for the year 2016/2017 and for the Chairman to sign the Annual Governance Statement of the annual audit return.

**SG**

**15. THE SIGNATORIES FOR 2017/18 TO SIGN CHEQUES ON BEHALF OF THE PARISH COUNCIL**

The Clerk advised that 2 signatories were required for each transaction.

**RESOLVED:** 7 Councillors to continue as signatories for 2017/18

**SG**

**16. REPORT FROM THE WORKING GROUP ON THE REVIEW OF THE TOWN COUNCIL INSURANCE POLICY FOR 2017/18**

A report from the working group had been previously circulated to the members for their consideration.

**RESOLVED:** To accept the recommendations of the working group for the insurance policy and to update the Asset register and include photographs.

**SG**

**17. RECOMMENDATIONS FROM THE FINANCE COMMITTEE REGARDING MINOR GRANT APPLICATIONS**  
**Cllr A Turner and M Walsh declared an interest in the grant application for the Princes Centre as they are trustees.**

A Minor Grant Application has been received from the Rural Defibrillator Group

A grant application has been received from the Rural Defibrillator Group for £250.00 for the provision of defibrillators in Princes Risborough

**RESOLVED:** To approve the recommendation from the Finance Committee to approve the grant.

**JM**

A Minor Grant Application has been received from the Aylesbury Opera

A grant application has been received from the Aylesbury Opera for £250.00 towards the costs of a concert in St Mary's Church Princes Risborough.

**RESOLVED:** To approve the recommendation from the Finance Committee to refuse the grant.

**JM**

A Minor Grant Application has been received from the Chilterns Conservation Board

A grant application has been received from the Chilterns Conservation Board for £ 150.00 towards match-funding for a Chilterns wide Heritage Lottery Fund grant.

**RESOLVED:** To approve the recommendation from the Finance Committee to approve the grant.

**JM**

Cllrs M Walsh and A Turner declared an interest in the grant application from the Princes Centre and took no part in the following discussion or decision.

A grant application has been received from the Princes Centre

A grant application has been received from the Princes Centre for £250.00 to provide entertainment for the clients during the Princes Centre birthday week.

**RESOLVED:** To approve the recommendation from the Finance Committee to approve the grant

**JM**

A grant application has been received from the Princes Risborough Mother and Toddler Group

A grant application has been received from the Princes Risborough Mother and Toddler Group for £250.00 towards toys, crafts, activities and insurance.

**RESOLVED:** To approve the recommendation from the Finance Committee to approve the grant providing the funds are spent on new equipment and toys.

**JM**

**18. FILLING THE VACANCY FOR A COUNCILLOR BY CO-OPTION**

Wycombe District Council has advised that no residents have requested a by election and therefore the Town Council may consider co-opting a Councillor to fill the vacancy for a Councillor.

**All present agreed** that the Town Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until the 7th July 2017. Anyone interested will be invited to attend a meeting in the second week of July.

**All present agreed** that the wording for the advertisement to be circulated to the members for their approval.

The vacancy is to be advertised on the notice board, website and in local magazines.

**SG**

**19. FINANCE RISK ASSESSMENT AND MANAGEMENT 2017**

All present reviewed and approved the Finance Risk Assessment and Management for 2017

**Resolved:** To approve the Finance Risk Assessment and Management record for 2017.

**20. DELEGATED BUDGET APPLICATION FOR LAF FUNDING**

The original application for a new lab-by is estimated to cost upwards of £ 20,000 with a feasibility study costing £ 4,000 with 50% match funding required, therefore TFB recommended bus stop clear way markings at Place Farm Way. Confirmation was received in February 2017 that £984 had been allocated towards the clearway markings .The delegated budget framework will not allow allocated LAF funds being used towards a bus shelter requested as an alternative by the Town Council.

**RESOLVED:** To decline the offer of funds from the LAF as the clearway markings are not an acceptable alternative. **JM**

**21. ENDING THE TRADITION OF PRAYERS AT THE BEGINNING OF TOWN COUNCIL MEETINGS**

Cllr N Davis proposed to end the tradition of prayers at the beginning of Town Council meetings. No Councillor seconded this proposal.

**RESOLVED:** To continue with prayers at the beginning of Town Council meetings and for Cllr D Knights to modernise the wording of the prayer.

**22. ADOPTING A POLICY ON WHEN TO FLY THE FLAG AT HALF MAST**

Cllr M Walsh proposed that the Chairman and in his absence the Deputy Chairman to decide when the flag is to be flown at half mast. **All present agreed.**

**23. THE LOCAL PLAN AND ACTIONS TO BE TAKEN**

Cllr M Walsh reported on the following:-

- Steering Group has met to discuss the concept of the Plan
- The feasibility draft report on the Relief Road is available to view in the Town Council office
- Misinformation
- Timescales – the draft Plan is hoped to be presented to Cabinet this summer

Cllr M Walsh proposed to hold a public meeting to discuss the final draft. **All present agreed** **KP**

**24. AGENDA ITEMS FOR NEXT MEETING**

To review the Town Council Policies

To discuss and decide on the wording for the traditional prayer at the start of the meeting (DK)

To discuss and decide on the preferred candidate to fill the Councillor vacancy by co-option

**25. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DECIDE ON WHETHER TO PROCEED WITH ISSUING A QUOTATION FOR A GRASS CUTTING CONTRACT AND STAFF MATTERS.**

Cllr M Walsh proposed 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.**

**26. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 25<sup>th</sup> July 2017 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 9.10 pm