

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 31st MAY 2016 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, M West, I Churchill and K Wilkins
Susanne Griffiths – Clerk to the Town Council
Jayne Mylchreest – Clerical Assistant to the Town Council
2 members of the public

Cllr A Turner paid tribute to Cllr Wally Woolf who sadly passed away in April and a one minute silence was observed in his memory.

1. ELECTION OF CHAIRMAN/TOWN MAYOR

To elect the Chairman/Town Mayor

Cllr A Ball proposed Cllr M Walsh

Seconded by Cllr I Churchill

A vote was taken

RESOLVED: That Cllr M Walsh be duly elected Chairman and Town Mayor for the year 2016/17

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

RESOLVED: To receive, note and accept the following apologies from Councillors for non-attendance at the meeting. The Town Clerk reported that apologies had been received from Cllr. G Hall.

4. MINUTES

To receive and accept the draft Minutes:

RESOLVED: That the draft Minutes be duly received, accepted and agreed and that the Town Council meeting on the 29th March 2016 be signed as a true record.

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. None were declared.

6. ELECTION OF VICE CHAIRMAN/DEPUTY TOWN MAYOR

To elect the Vice Chairman/Deputy Town Mayor

Cllr A Turner proposed Cllr A Ball

Seconded by Cllr M West

A vote was taken

RESOLVED: Cllr A Ball be duly elected Deputy Chairman and Deputy Town Mayor for the year 2016/17

7. ELECTION OF CHAIRMAN OF FINANCE

Cllr J Coombs proposed Cllr I McLauchlan

Seconded by Cllr A Turner

A vote was taken

RESOLVED: Cllr I McLauchlan be duly elected Chairman of Finance for the year 2016/17

8. A REPORT FROM THAMES VALLEY POLICE

The police were unable to attend.

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

Cllr Bendyshe-Brown gave a report on the following:-

- New Area Delivery Programme to support the Local Area Technician
- Footways - £1million in the budget to deliver a patch scheme
- Mill Lane – in the programme to be planed and patched and next year to be micro surfaced
- The trees estate is in the programme between July and October 2016
- New Road is in the programme between July and October 2016 – dates to be confirmed in June 2016
- The road from Calverton crossroads , the Elim Centre , Queens Road by the Paddocks Hospital and the B4009 from the Tesco roundabout to the Railway Bridge is in the programme for 2017
- Devolved Services has been a great success and Transport for Bucks has suggested extending the Services to include potholes and Culverts
- Presentations have been held by the Brexit and Remain campaign
- The tea party celebrating the Queen’s Birthday will take place on the 11th June

10. MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Cllr A Ball requested an update from the Events committee regarding Agenda item number 21 from the last meeting. The Clerk informed the members that a report has not yet been received from the Events Committee but that it would be on the next agenda for the Events Committee.

KP

11. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: To nominate and agree the following Councillors as representatives of the Town Council on Outside Bodies

PR Market Management –Cllr J Coombs proposed Cllrs A Turner and A Ball seconded Cllr M West.

It was duly agreed that **Cllrs A Turner and A Ball** be the representatives on this body.

RAP – Cllr J Coombs proposed Cllr A Turner and Cllr I Churchill seconded Cllr I McLauchlan.

It was duly agreed that **Cllrs A Turner and I Churchill** be the representatives on this body.

Princes Centre Ltd, Social Enterprise –Cllr M West proposed Cllrs A Turner and I Churchill seconded Cllr K Wilkins

It was duly agreed that **Cllrs A Turner and I Churchill** be the representatives on this body.

NAG – Cllr J Coombs proposed Cllr I Churchill seconded Cllr M West.

It was duly agreed that **Cllr I Churchill** be the representative on this body.

NWCAF – Cllr M West proposed Cllr M Walsh seconded Cllr A Turner

It was duly agreed that **Cllr M Walsh** be the representative on this body.

Rural Forum – Cllr M West proposed Cllr I Churchill seconded Cllr I McLauchlan.

It was duly agreed that **Cllr I Churchill** be the representative on this body

WDALC- to be confirmed

Community Centre – Cllr M West proposed Cllrs A Turner, J Coombs and M Walsh seconded Cllr K Wilkins

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

Youth Club – Cllr J Coombs proposed Cllrs M West and K Wilkins seconded Cllr I Churchill

It was duly agreed that **Cllrs M West and K Wilkins** be the representatives on this body.

JM

12. MEMBERSHIP OF TOWN COUNCIL COMMITTEES

To agree the membership of each committee.

Planning Committee - Cllrs I McLauchlan, I Churchill, A Ball, J Coombs, M West, M Walsh

Public Relations Committee – Cllrs I Churchill, K Wilkins, M West, A Turner, I McLauchlan, J Coombs, M Walsh

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

Town Committee – J Coombs, A Turner, I Churchill, A Ball, K Wilkins, G Hall, M Walsh, I McLauchlan, P Summerbell

Finance Committee – I McLauchlan, M Walsh,

Events Committee – M Walsh, I McLauchlan, J Coombs, A Turner, A Ball, I Churchill

RESOLVED: Council agreed the membership of Committees for 2016/17.

13. CORRESPONDENCE RECEIVED

An email has been received from Wycombe Wildlife Group / Wycombe Friends of the Earth regarding management of green spaces.

An email has been received encouraging councils to improve the bio-diversity in the management of local green spaces.
Noted.

A verbal request has been received from the Defibrillator group to site a defibrillator in the Conservation Area in Monks Risborough

The request is for the Town Council to install a defibrillator on the side of the dentists building in Monks Risborough under Part 12 of the General Permitted Development order. After due consideration, the Town Council decided it could not meet the criteria required and that it was unable to agree the request. The Town Council agreed to advise the group to submit a Minor Grants Application for the cost of the planning application fee. This will enable the group to obtain the appropriate planning permission from Wycombe District Council with funding from the Town Council for the cost of the application fee.

SG

A copy of an email that a resident has sent to The Chiltern Society has been received regarding the Whiteleaf Cross

The resident is concerned about the appearance of the Cross since its restoration. Spoil from a local building project has been offered to be used to restore the Cross. The resident would like to see a collaborative venture with local volunteers and business including the Town Council.

The Town Council is keen to see the Whiteleaf Cross benefit from work to improve the appearance but **all present agreed** that the Town Council does need more information on how it can contribute to the venture. The Town Council will further consider how it may help when the Chiltern Society hear back from Heritage England whose agreement they need for restoration works on the Cross.

SG

An email has been received from Bucks County Council regarding the Local Area Forum Budget.

A guide has been received to complete an application form by the 31st August 2016 for a Local Area Forum grant for a Transport for Bucks project.

All present agreed to defer the decision to the next meeting to enable the members to consider and decide on their preferred project.

SG

14. THE INTERNAL AUDITORS REPORT ON THE AUDIT RETURN FOR 2015/2016

The members were presented with a letter from the Internal Auditor to confirm that the 2015/2016 internal audit had been completed and all was in order.

15. APPROVAL OF THE ACCOUNTS FOR THE YEAR 2015/2016 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 accounts for the year 2015/2016 and for the Chairman to sign the Annual Governance Statement of the annual audit return.

SG

16. THE SIGNATORIES FOR 2016/17 TO SIGN CHEQUES ON BEHALF OF THE PARISH COUNCIL

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

RESOLVED: To remove Cllr W Woolf and for the remaining 8 Councillors to continue as signatories for 2016/17. **SG**

17. REPORT FROM THE WORKING GROUP ON THE REVIEW OF THE TOWN COUNCIL INSURANCE POLICY FOR 2016/17

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 to include photographs. **SG**

18. MINOR GRANT APPLICATIONS

A Minor Grant Application has been received from the Princes Risborough Neighbourhood Action Group

A grant of £20.00 has been requested to put towards the purchase of two new batteries for use in Vehicle Activated Signs

Cllr I McLauchlan proposed to approve the grant. Seconded by Cllr J Coombs .**All present agreed.** **JM**

RESOLVED: The Council approves the application

A Minor Grant Application has been received from the Risborough Area Partnership

A grant of £ 250.00 has been requested to support the Queen's Birthday celebrations, a tea party for the residents of Risborough to be held on the 11th June 2016.

Cllr A Turner proposed to approve the grant. Seconded by Cllr I Churchill. **All present agreed.** **JM**

RESOLVED: The Council approves the application

19. LOAN APPLICATION OF £100,000.00 LOAN FROM THE PUBLIC WORKS LOAN BOARD TO PART FUND FOR THE REFURBISHMENT OF THE MARKET HOUSE

The Clerk informed the members that approval had been received from the Dept. for Communities and Local Government for the Town Council to borrow £100,000.00 for the refurbishment of a Grade II listed Market House.

Cllr I McLauchlan proposed to borrow the amount over the shortest term possible within the confines of the budget.

RESOLVED: To apply for a loan from the PWLB over 7 ½ years for £100,000.00.. **SG**

20. ON WHETHER TO FILL 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 30th June 2016. Anyone interested will be invited to attend the meeting in July 2016. The vacancy is to be advertised on the notice board and website. **SG**

21. FINANCE RISK ASSESSMENT AND MANAGEMENT 2016

All present reviewed the Finance Risk Assessment and Management for 2016 and agreed that the information given on the attached document was a correct record.

Resolved: To agree the Finance Risk Assessment and Management record for 2016.

22. RISK SCHEDULE

All present reviewed the Risk Schedule for 2016 and agreed that the information given on the attached document was a correct record

Resolved: To agree the Risk Schedule for 2016

23. REPORT FROM THE EVENTS COMMITTEE

Cllr M Walsh gave a report on the following including:-

- The Festival programme
- Raffle tickets
- The stalls layout
- Sponsorship

24. REPORT ON THE LOCAL PLAN

Cllr A Turner gave a report on the following:-

- The outcome is awaited from Wycombe District Council
- The Steering Group views regarding the relief road differed from W.D.C. New costings are being sought from an Independent Consultant
- The Town Plan is assimilated within the Local Plan
- Mill Lane application Appeal decision to be the 10th June 2016
- Speculative applications from developers
- Leo’s site application judicial review has been dropped

25. RESOLVING PARKING ISSUES AT WADES PARK

Cllr A Turner informed the members of the inconsiderate parking at Wades Park and proposed to arrange a meeting between the Risborough Springs, W.D.C., the Community Centre and Cllrs A Turner , M Walsh and J Coombs to discuss a solution
AT/MW/JC/SG

26. AGENDA ITEMS FOR NEXT MEETING

- To receive a report from the Events Committee
- To receive a report on the Local Plan
- To discuss and decide on the preferred project for the Local Area Forum budget
- To receive a report on the Parking Review
- To discuss and decide on the preferred candidate for a Councillor by co-option

27. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 26th July 2016 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

28 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 DISCUSS 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.**

There being no further business to discuss the Meeting closed at 8.10 pm

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