

**PRINCES RISBOROUGH TOWN COUNCIL  
DRAFT MINUTES OF A MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 29<sup>th</sup> MARCH 2016 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr A Turner – Chairman

Cllrs I McLauchlan, P Summerbell, A Ball, D Roper, M Walsh, J Coombs, M West, and A Rolfe

Susanne Griffiths – Clerk to the Town Council

Caroline Page – Clerical Assistant to the Town Council

3 members of the public

**1. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs G Hall, K Wilkins, I Churchill and W Woolf

**2. MINUTES**

The Minutes of the previous meeting of the Town Council held on 26<sup>th</sup> January 2016, having been circulated, were approved by the Meeting and signed by the Chairman

**3. 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. None were declared.

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

PC Gary Churchill gave a report for the month of March.

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

Cllr Bendyshe-Brown gave a resume of achievements during 2015, including resurfacing of roads and the success of devolved services in the town. The gully at Monks Risborough bus stop has now been cleared out and a camera has been deployed to investigate the problem with the gully by Coral's Bookmakers in the High Street. Mill Lane is now ready for patching and planing and will be resurfaced during the summer. Pot holes are being filled in on the road near the Plough at Cadsden. Money is now in place for the formal consultation on the parking review.

During 2016 Ash Road, New Road and Chestnut Road will be patched and planed. In summer 2016 the road between the Elim Centre and Culverton Crossroads will be resurfaced. Work to be done in 2017 includes the B4009 towards Askett and Kimble.

**6. MATTERS ARISING NOT OTHERWISE ON THE AGENDA**

Cllr A Turner gave an update on the Local Plan. The Steering Group has submitted its comments and is not happy with the WDC plan for an inner relief road. The Steering Group believes the only option is an outer relief road, but that Shootacre Lane should be excluded. Work is also being done to ensure that Mill Lane, Crowbrook Road and Askett do not become 'rat runs'. The Plan is to be submitted to the Inspector by August 2016. The Gladman's Appeal lasted for 2 weeks and a decision is awaited.

**7. CORRESPONDENCE RECEIVED**

No correspondence was received.

**8. A RECOMMENDATION FROM THE FINANCE COMMITTEE TO APPROVE THE BUSINESS PLAN**

A vote was taken and it was resolved that the Business Plan 2016/19 (as enclosed with the agenda) be adopted with 7 in favour and 1 abstention.

**9. CONFIRMATION THAT PRINCES RISBOROUGH TOWN COUNCIL COMPLIES WITH THE PUBLISHED STANDARDS FOR THE LOCAL COUNCIL AWARD QUALITY STATUS AWARD**

Princes Risborough Town Council confirms that it complies with the published standards for the Local Council Award

Quality Status Award and that it publishes on its website: -

- Draft minutes of all council and committee meetings within four weeks of the last meeting;
- A Health and Safety Policy;
- Its policy on equality;
- Councillor profiles;
- A community engagement policy involving two-way communication between council and community;
- A grant awarding policy;
- Evidence showing how electors contribute to the Annual Parish or Town Meeting;
- A business plan and related budget responding to community engagement and setting out a timetable for action and review;
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
- Evidence of helping the community plan for the future.

Princes Risborough Town Council also confirms that it complies with the published standards for the Local Council Award Quality Status Award that it has:-

- A scheme of delegation;
- Addressed complaints received in the last year;
- At least two-thirds of its Councillors who stood for election;
- A printed annual report that is distributed at locations across the community;
- A qualified clerk; a clerk (and deputy) employed according to nationally or locally agreed terms and conditions;
- A formal appraisal process for all staff;
- A training policy and record for all staff and Councillors.

Cllr A Turner proposed the motion. Seconded by Cllr M Walsh A vote was taken and **all present agreed**.

#### **10. THE FUTURE APPOINTMENT OF AUDITORS BY THE SMALLER AUTHORITIES AUDIT ORGANISATION AS SET UP FOR THE LOCAL SECTOR**

Under the Local Audit (Smaller Authorities) Regulations 2015 The Smaller Authorities Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities. Cllr A Rolfe proposed to remain opted-in. Seconded by Cllr J Coombs. **All present agreed.**

#### **11. AN APPLICATION FOR BORROWING APPROVAL FOR A LOAN OF £100,000.00 FROM THE PUBLIC WORKS LOAN BOARD FOR THE MARKET HOUSE REFURBISHMENT.**

Cllr M Walsh recommended reconvening the Market House Working Group as soon as possible and suggested that the Town Council should publicise how it is investing in the town. Cllr J Coombs agreed that the PR committee would produce a piece for Crosstalk.

The Councillors considered a report from the Clerk on the affordability of the loan and an estimate of the annual costs which have been budgeted for in the estimates figure for 2016/2017 to enable them to make an informed decision on whether to apply for borrowing approval for a loan of £100,000. Cllr M Walsh proposed approving the application and Cllr I McLauchlan seconded the proposal. It was resolved to apply for borrowing approval for a loan of £100,000.00 to refurbish the Market House. **SG/CP**

#### **12. APPROVAL OF A RECOMMENDATION FROM THE FINANCE COMMITTEE ON ADOPTING THE REVISED FINANCIAL REGULATIONS**

A revised version of the Regulations had been circulated to the members encompassing the changes in the law relating to the council complying when awarding or tendering a contract which is valued at more than £25,000. Cllr M Walsh proposed adopting the revised Financial Regulations. Seconded by Cllr I McLauchlan. **All present agreed.** **SG**

### **13. APPROVAL OF A CHILD PROTECTION POLICY**

Cllr A Turner proposed the adoption of the Child Protection policy (as submitted with the agenda). Seconded by Cllr A Rolfe. **All present agreed.** **SG**

### **14. TO APPOINT THE INTERNAL AUDITOR FOR THE AUDIT YEAR 2015/2016**

Cllr J Coombs proposed appointing Don Timms as the internal auditor for the audit year 2015/2016. Cllr I McLauchlan seconded. A vote was taken. **All present agreed.** **SG**

### **15. THE USE OF VARIABLE DIRECT DEBITS FOR PAYMENT OF UTILITY SUPPLIES THE USE OF VARIABLE DIRECT DEBITS FOR PAYMENT FOR UTILITY SUPPLIES**

Cllr I McLauchlan proposed the use of variable direct debits for payment for utility supplies. Seconded by Cllr P Summerbell. A vote was taken. **All present agreed.**

### **16. THE USE OF VARIABLE BANKERS STANDING ORDERS FOR PAYMENT OF SALARIES (Cllr McLauchlan)**

Cllr I McLauchlan proposed the use of variable bankers standing orders for payment of salaries. Seconded by Cllr A Ball. A vote was taken. **All present agreed.**

### **17. THREE FREE PARKING DAYS FOR CHRISTMAS 2016**

W.D.C. has offered free parking for three days within the financial year April 2016 to March 2017. Cllr A Turner proposed the following dates: 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> December 2016. Seconded by Cllr A Rolfe. A vote was taken and **all present agreed.** The Clerk is requested to advise WDC of the dates. **CP**

### **18. A RECOMMENDATION TO THE TOWN COUNCIL FROM THE ADMIN/HR COMMITTEE TO APPROVE EXPENDITURE FOR VOUCHERS IN APPRECIATION OF A RESIDENT'S WORK FOR THE TOWN COUNCIL**

Cllr A Turner informed the members of the amount of work undertaken by this resident on behalf of the Town Council saving the Town Council in excess of £5000.00. Cllr Turner proposed that the Town Council show its appreciation of his work and present him with £250 in vouchers. A vote was taken and **all present agreed.** **SG**

### **19. VIRING THE REMAINING MONEY £ 9065.00 FROM THE ELECTIONS BUDGET TO THE LIGHTING BUDGET FOR THE PURCHASE OF LED LIGHTS IN 2016/2017**

Further to minute 24 page 25/15, Cllr M Walsh proposed the amount of £9065.00 is vired from the Elections budget to purchase LED replacement lights. Seconded by Cllr I McLauchlan. A vote was taken and **all present agreed.** **SG**  
**Cllr M West entered the meeting at 7.40pm**

### **20. AN UPDATE FROM THE TOWN CLERK IN RELATION TO YEAR END PROJECTIONS, STATUS OF RESERVES AND DECIDE ON POTENTIAL EAR MARKING OF FUNDS AT THE YEAR END.**

Members noted the year end projections and **agreed** the following:

Three existing ear marked reserves would be amended to reflect the unspent monies related to the Elections reserves and the Market House and One Way System projects.

Market House - £18,435

One Way System - £53,636

Elections reserves - £2,000

Extra earmarked reserves are to be created for the following projects to reflect unspent monies related to the projects which will be spent in 2016/17

LED Lighting - £39,065 (includes £30k Capital Projects budget and £9065 vired from Elections budget)

Art Event -£750 (P/R Committee budget)

HS2- recognition of the work done by a resident - £250 (Admin Committee budget)

Festival-£5916 (Events Committee budget)

Projects in the Town including improvement to paths in the Parks - £ 13,000 (Town Committee budget)

Devolved Services – BCC funding for 2016/17 received in 2015/2016 financial year -£12,601 (Devolved Service budget)

**21. YOUNG MEMBERS OF THE COMMUNITY ACCOMPANYING THE MAYOR ON OFFICIAL VISITS**

Cllr A Turner explained that a resident had made a suggestion for young members of the community to accompany the Mayor on official visits. Cllr M Walsh suggested a competition could be run in the schools with the prize of accompanying the Mayor to civic functions or to switch on the Christmas lights in the town. **All present agreed** to the proposal in principal and agreed to delegate the proposal to the Events committee for further work on the detail of the competition.

**MW/IM/ IC/AB/JC/AT**

**22. THE REQUEST FROM WYCOMBE DISTRICT COUNCIL FOR THE TOWN COUNCIL TO PROCEED WITH THE MAINTENANCE OF THE UNREGISTERED LAND UNDER DEVOLVED SERVICES FROM 1<sup>ST</sup> APRIL 2016**

There is land in Monks Risborough which is not currently under WDC ownership. WDC are in the process of registering this in their name. In the meantime they are asking if the Town Council would undertake the maintenance of this land under devolved services. They will back-pay the Town Council for this once the land is in their ownership. Cllr M West proposed accepting WDC’s request. Cllr J Coombs seconded. A vote was taken and **all present agreed.** **SG**

**23. AGENDA ITEMS FOR NEXT MEETING**

- **To receive a report from the Events Committee**
- **To receive a report on the Local Plan**
- **To review the Insurance Policy**

**24. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 31<sup>st</sup> May 2016 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

**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 DISCUSS THE RECIPIENTS OF THE 2016 CITIZENS AWARDS**

Cllr A Turner 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 7.55 pm

**Chairman..... Date.....**