



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 26TH MARCH 2024 AT THE BRUSHWOOD SUITE, WADES CENTRE, STRATTON ROAD,
PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr A Ball – Chair

Cllrs J Biss, S Coombs, A Cross, A Frost, G Hall, I Parkinson, N Rawsthorne, A Shipley, A Turner

Susanne Barter- Clerk

Jayne Mylchreest- Administration Officer

4 members of the public

Buckinghamshire Councillor Matthew Walsh

THE TOWN COUNCIL PRAYER

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr Marshall who was on holiday, Cllr Rampin who had a work commitment and Cllr Morgan for personal reasons.

Resolved: To accept apologies from Cllrs Marshall, Rampin and Morgan.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 27TH FEBRUARY 2024

Resolved: To agree and sign as a correct record the minutes of the 27th February 2024.

3. 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 Parkinson declared a non-pecuniary interest in Agenda item No 20 as a member of CANR.

4. PUBLIC FORUM

No members of the public had registered to speak.

5. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Walsh reported on

- Working with the Town Council on the Buckinghamshire Council Economic Regeneration project
- CCTV
- Whiteleaf and Cadsden Residents Association Road markings

Cllr Hall reported on

- Road resurfacing
- CCTV

6. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee 27th February 2024 (draft)

Planning Committee 5th March 2024 (draft)

Town Committee 5th March 2024 (draft)

Resolved: The Committee minutes listed above be received and noted.

7. CORRESPONDENCE

An email has been received from a local headteacher

A newly appointed headteacher would like to visit the Town Council to introduce himself and the school to establish some links.

All present agreed to invite the headteacher to a meeting before the next Town Council meeting at 6.30pm. **JM**

An application has been received from the Buckinghamshire Best Kept Village competition

An application has been received to enter the Buckinghamshire Best Kept Village competition with judging to take place on the 1st June 2024 and 14th July 2024.

Cllr Ball proposed to enter the competition and to recommend that a Task & Finish Group be established under agenda item No 9. (ii).

Seconded by Cllr Rawsthorne

Resolved: to enter the competition and to recommend that a Task & Finish Group be established under agenda item No 9. (ii). **CH**

Information has been received from Buckinghamshire Council (BC) regarding a Public Spaces Protection Orders (PSPO)

BC has sent detailed information regarding a PSPO for the parks in relation to dog fouling and dog off leads in the parks.

A recommendation from the Town Committee is to establish a Task & Finish Group for Quarter 2 to be discussed under agenda item no 9.ii).

A request to host a two-week Industry Placement student has been received.

Berkshire College of Agriculture request that the Town Council office hosts a business studies student for a two-week placement between the 22nd April and the 3rd May 2024.

All present agreed to offer 2 days in the second week and to suggest that Buckinghamshire Council is approached to ask if they can place the student for the remaining days. **SB**

A letter has been received from the Police and Crime Commissioner Mathew Barber

Mathew Barber has written to highlight some of the work that he and his office do with unitary county and district councils in Thames Valley that may not always be visible to parishes and towns.

He has highlighted the opportunity for parish and town councils to apply to his Community Fund for crime prevention projects. The fund takes money from criminals through the sale of stolen goods.

Cllr Turner proposed to apply to the Community Fund to replace play equipment that has been vandalised by anti-social behaviour.

Seconded by Cllr Rawsthorne.

Resolved: to apply to the Community Fund to replace play equipment that has been vandalised by anti-social behaviour. **CH**

8. A REPORT FROM THE MAYOR/DEPUTY MAYOR

The Mayor and Deputy Mayor updated the members on the events that they had attended.

9. TASK & FINISH GROUPS

Reports from the Quarter 3 Task & Finish Groups

i)

a) Business Plan

Cllr Cross reported that the group is making progress with a long list of objectives that have been identified for the next 5 years. A consultation with the residents is recommended.

b) Neighbourhood Plan

Cllr Cross reported that the group had not met.

c) Climate and Environment Emergency Action Plan

Cllr Parkinson reported that the group had met and gave an update.

ii) Task & Finish Groups for Quarter 2

Cllr Rawsthorne proposed the Business Plan and Best Kept Village as Task & Finish Groups for Quarter 2

Seconded by Cllr Ball.

A counter proposal was made by Cllr Parkinson that the Business Plan, Best Kept Village and the Climate and Environment Emergency Action Plan as Task & Finish Groups for Quarter 2.

Seconded by Cllr Shipley.

A vote was taken with 3 votes in favour and 4 votes against the proposal.

A vote was taken on Cllr Rawsthorne' original proposal with 6 votes in favour, 3 against and 1 abstention.

Resolved: the Business Plan and Best Kept Village as Task & Finish Groups for Quarter 2. All CLLRS

10. FINANCE

a) No invoices over £5000

b) The members had received detailed income and expenditure budget reports to date which were circulated to the members in advance of the meeting.

Noted.

c) Cllr Turner proposed to vire the amount of £5,675 from the mower budget 2024/2025 to a budget for new play equipment.

Seconded by Cllr Coombs

Resolved: To vire the amount of £5,675 from the mower budget 2024/2025 to a budget for new play equipment.

SB

11. INTERNAL AUDIT PLAN

Cllr Coombs proposed to approve the recommendation from the Finance Committee to approve the Audit Plan.

Seconded by Cllr Turner.

Resolved: To approve the recommendation from the Finance Committee to approve the Audit Plan.

12. TERMS OF REFERENCE FO THE INTERNAL AUDITOR

Cllr Coombs proposed to approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Auditor.

Seconded by Cllr Biss.

Resolved: To approve the recommendation from the Finance Committee to approve the Terms of Reference for the Internal Auditor.

13. INTERNAL AUDITOR

Cllr Turner proposed to approve the recommendation from the Finance Committee to approve Ernest Newhouse as the Internal Auditor for the financial year 2023/2024.

Seconded by Cllr Biss.

Resolved: To approve the recommendation from the Finance Committee to approve Ernest Newhouse as the

Internal Auditor for the financial year 2023/2024.

SB

14. YEAR END PROJECTIONS

The Clerk gave an update in relation to year end projections, the status of reserves and information for the members on potential ear marking of funds at the year March 2024.

CIL

A CIL balance of **£63,399.07** was brought forward from 2022/2023.

A CIL contribution of £21,778.10 received in 2023/2024 for the following developments

21/07500/FUL	Bell Cottage, Bell Street, Princes Risborough,	£3,264.79
19/08069/FUL	Land Rear Of 53 To 59, High Street, Princes Risborough,	£2,124.78
18/05899/REM	8 To 10 Wellington Avenue, Princes Risborough,	£8,540.58
21/08399/FUL	Sunset Court, High Street, Princes Risborough	£1,961.99
21/08399/FUL	Sunset Court, High Street, Princes Risborough,	£5,885.96

From this balance there has been the following expenditure.

£34,030.00 Wades Centre Phase 2 Refurbishment and Extension

£30,025.00 Stratton Memorial Garden Phase 2

Resulting in a balance of £21,122.17 less the following expenditure that has been committed from CIL.

£3,200 Economic Regeneration of High St (24/19)

£3,000 for Christmas lights (TC mins 24/20)

£1,080 for SMG phase 2 (Est mins 05/20)

£2,279 for SMG phase 2 (TC mins 26/23)

£5,160 for Whiteleaf Road Marking match funding (TC mins 49/20)

£5,389 for new play equipment (TC mins 02/24)

Resulting in an available balance of £1,014.07

Existing ear marked reserves would be amended to reflect the unspent monies related to the following: -

Members are requested to approve the recognised Earmarked Reserve requirements for the year 2024/25

Purpose / Description of EMR 2024/25

Wades Centre Phase 1 Building Fund - reserved for retention payment	£ 7,896
Wades Centre Phase 2 Building Fund - reserved for retention payment	£11,423
Legal & Planning costs- reserved for projects identified	£ 2,500
39 High Street - reserved for retention payment	£ 7,536
Existing trees - reserved for the work arising from the survey undertaken.	£ 3,450
Fencing repairs identified	£ 3,400
Lamp post stress testing /painting -reserved for work identified through stress testing as advised by contractors for H&S reasons	£ 6,916
Lighting - New installations- reserved for columns ordered for replacements due to RTCs exacerbated by long lead times	£24,521
Marketing for Wades /Brushwood Suite - for magazine adverts committed	£ 750
CPT grant received from Heart of Bucks	£ 3,000
Kerbing in SMG committed to but not finished	£ 252
CIL carry forward figure as per report to councillors March 24 meeting	£ 21,122
Contingency reserves- reserved to pay for damaged play equipment or lighting columns as not insured	£ 25,000
Total	£134,331

New earmarked reserves to be created to reflect committee unspent monies from this financial year which have already been committed

Noticeboard repairs- committed

£ 862

Vehicles

£ 1,000

Listed buildings

£ 500

Play areas

£ 6,455

Summer/Christmas Festivals

£ 1,961

Christmas lights

£ 5,787

Resolved: to approve the above recognised Earmarked Reserves totaling £134,331.

SB

Resolved: to approve the recommendation from the Admin & HR Committee to introduce a salary sacrifice holiday trading scheme on a one-year trial basis in 2025.

SB

15. SALARY SACRIFICE HOLIDAY TRADING

Cllr A Turner explained that the employees had requested for a salary sacrifice holiday trading scheme to be considered. He proposed to approve a recommendation from the Admin & H/R Committee to introduce a salary sacrifice holiday trading scheme, on a one-year trial basis in 2025.

Seconded by Cllr Coombs.

Resolved: to sign a new contract with Buckinghamshire Council Highways for Devolved Services in 2024/2025 based on the latest grass cutting map provided by the Devolution team.

SB

All present agreed for the office to contact BC to ask them to write to the residents of Windmill Hill to advise that they are currently investigating the areas of Windmill Hill to be cut.

SB

Cllr J Biss requested that the Town Council cut the first part of the verge on the right-hand side of Windmill Hill in addition to the devolved services grass cutting map.

All present further agreed for Cllr Josephine Biss to obtain confirmation from the resident's association that the area, up to the lamppost, is the only area of grass to be cut in Windmill Hill. On receipt of this confirmation, the Town Council agree to cut up to the lamp post in Windmill Hill, without any payment for this work from Buckinghamshire Council. This area will only be cut when the other grass verges in Princes Risborough are cut.

SB/JB

16. DEVOLVED SERVICES AGREEMENT 2024/2025

Cllr Ball proposed to sign a new contract with Buckinghamshire Council (BC) Highways for Devolved Services in 2024/2025 based on the latest grass cutting map provided by the Devolution team.

Seconded by Cllr Turner.

Resolved: to approve the recommendation from the Town Committee to approve the revised Thursday Market Severe Weather Policy.

Seconded by Cllr Coombs.

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Resolved: to approve the recommendation from the Town Committee to approve the revised Thursday Market Severe Weather Policy. JM

18. PROJECTS CONSULTATION

All present agreed to defer this agenda item to the next agenda as Cllr Marshall was present at the meeting.

19. SOLAR PANELS

The Clerk updated the members on the various options as to how the Crew Café may benefit from the solar panels at the Wades Centre.

Cllr Rawsthorne proposed to approve option 1, to share the power generated by giving the Wades Centre and Crew Café equal benefit.

Seconded by Cllr Hall.

Resolved: to approve option 1, to share the power generated by giving the Wades Centre and Crew Café equal benefit. SB

Cllr Parkinson declared a non-pecuniary interest and took no part in the discussion or vote.

20. CONSULTATION ON THE PRINCES RISBOROUGH CLIMATE EMERGENCY STATEMENT

Cllr Shipley proposed to deliver a consultation on the Princes Risborough Climate Emergency Statement with Climate Action Now Risborough groups during Festival week.

Cllr Turner amended the proposal to clarify that any 3rd party speakers clearly identify themselves and make it clear that any opinions expressed are their own and not the Town Councils opinions.

Seconded by Cllr Cross.

Resolved: to deliver a consultation on the Princes Risborough Climate Emergency Statement with Climate Action Now Risborough groups during Festival week. It must be made clear that 3rd party speakers identify themselves and do not speak on behalf of the Town Council. S Boyle/KP

21. D-DAY FLAG OF PEACE

Cllr Frost proposed to fly the Flag of Peace on 6th June 2024 as part of the D-Day anniversary.

Seconded by Cllr Rawsthorne.

Resolved: to fly the Flag of Peace on 6th June 2024 as part of the D-Day anniversary. KP/MR

22. BUSINESS PLAN

Cllr Rawsthorne proposed to undertake a detailed consultation with the residents on the nascent Princes Risborough Town Council Business Plan.

Seconded by Cllr Cross.

Resolved: to undertake a detailed consultation with the residents on the nascent Princes Risborough Town Council Business Plan. NR

23. FUTURE AGENDA ITEMS

To agree the date, time and duration of a consultation with residents on the following projects

- Pétanque pitch
- Playground equipment
- Wildflower bed at the Earle Mitchell playing field

24. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO

a) discuss and decide on the preferred tribute act for a Brushwood Suite event

b) discuss and decide on a draft lease

c) discuss and decide on legal matters

d) discuss and decide on the preferred leasing company for the Maintenance Team vehicles

Cllr Coombs proposed to pass a resolution to exclude the public and press in accordance with section 1(2) of the public bodies (admission to meetings) act 1960.

Seconded by Cllr Biss.

Resolved: in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information.

a) Tribute Act

The Clerk presented 3 quotations

1.£1,300 + vat

2.£746 + vat

3.£1,300 + vat

Cllr Ball proposed to approve quotation no 2.
Seconded by Cllr Frost.

Resolved: to approve quotation no 2.

KP/S Boyle

b) Draft Lease

Upper Icknield Way, [UKPN-LMS12129]

The draft lease has been prepared in accordance with the Heads of Terms set out by Eastern Power Networks on the 27 June 2023 and agreed by the Town Council in July 2023 (Min ref 32/23 (17), with one difference. This is that the lease contains an option for the tenant to renew the lease for a further 25 years at the end of the initial 25-year term.

Cllr Turner proposed that the Town Council proceed with the draft lease with an option to renew the lease for a further 25 years.

Seconded by Cllr Ball

Resolved: to proceed with the draft lease with an option to renew the lease for a further 25 years.

SB

c) Legal Matters

An e-mail has been received in response to a letter sent by the Town Council (minute 08/24), requesting a site meeting.

Cllr Ball proposed to meet with the resident with Cllrs Turner and Rawsthorne.

Seconded by Cllr S Coombs

Resolved: Cllrs A Ball, A Tuner and N Rawsthorne to meet with the resident on site.

NR/AB/AT/SB

The office is requested to arrange a suitable date.

d) Leasing company for the two maintenance team vehicles

The Clerk presented 3 quotations for a Ranger

1.£2,879.94 initial rent £ 479.99 monthly rent

2.£2,382.60 initial rent £ 397.10 monthly rent

3.£2,913.24 initial rent £ 485.54 monthly rent

Cllr Cross proposed to approve quotation no 1.

Seconded by Cllr Coombs.

Resolved: to approve quotation no 1.

KP

For the Transit pick up

1.£3,929.94 initial rent £ 654.99 monthly rent

2.£4,448.04 initial rent £741.34 monthly rent

3.£4,999.56 initial rent £833.26 monthly rent

Cllr Cross proposed to approve quotation no 1

Seconded by Cllr Coombs.

Resolved: to approve quotation no 1

KP

25. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 30TH April 2024 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 9.07 pm.