



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 30<sup>th</sup> MARCH 2021 BY VIDEO LINK VIA ZOOM  
AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs, A Ball, J Coombs, A Turner, D Knights, T Murali, S Baxter, I Pearce and L Byrne  
Susanne Barter–Clerk to the Town Council  
Jayne Mylchreest – Administration Officer  
1 member of the public

**THE TOWN COUNCIL PRAYER**

**1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllrs I McLauchlan and A Smith who had work commitments, and G Hall who was attending a Buckinghamshire Council meeting.

**Resolved:** To receive and note the following apologies from Cllrs I McLauchlan, A Smith and G Hall,

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 23<sup>rd</sup> FEBRUARY 2021**

**Resolved:** To agree and sign as a correct record the minutes of the Town Council meeting on the 23<sup>rd</sup> February 2021

**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.

**Cllrs A Turner and D Knights declared a non-pecuniary interest in Agenda item No 11 as they are Buckinghamshire Councillors.**

**4. PUBLIC FORUM-** No questions were raised by members of the public.

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

Thames Valley Police (TVP) sent the following report: -

Speed enforcement was carried out by the NHPT on 23/3 and 24/3 on Aylesbury Road and Longwick Road, Princes Risborough – 5 motorists were caught exceeding the speed limit and tickets were issued.

**6. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr D Knights gave an update on the E scooters and E car share projects.

**7. TO RECEIVE AND NOTE COMMITTEES HELD**

Planning 2<sup>nd</sup> March 2021 (draft)

Town Committee 2<sup>nd</sup> March 2021 (draft)

Finance Committee 23<sup>rd</sup> February 2021

Admin & HR Committee 16<sup>th</sup> February 2021

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

**8. FINANCE**

**a) All present approved** Invoice Nos 1035, 1036 and 1037 from B.E.P Contracting Ltd for building works at the Community Centre and 39 High St totalling £ 100,385.00 +vat

**JM**

b) Financial Documents for approval

Cllr A Turner proposed to approve the Finance Committee's recommendation to approve the Audit Plan

Seconded by Cllr I Pearce

**Resolved: To approve the Finance Committee's recommendation to approve the Audit Plan**

**JM**

Cllr A Turner proposed to approve the Finance Committee's recommendation to approve the Terms of Reference for the Internal Audit

Seconded by Cllr D Knights.

**Resolved: To approve the Finance Committee's recommendation to approve the Terms of Reference for the Internal Audit**

**JM**

Cllr A Turner proposed to approve the Finance Committee's recommendation to approve the Finance Risk Assessment and Management Plan

Seconded by Cllr S Baxter.

**Resolved: To approve the Finance Committee's recommendation to approve the Finance Risk Assessment and Management Plan**

**JM**

c) Reserves

The Clerk gave an update in relation to year end projections, the status of reserves and information for the members to decide on potential ear marking of funds at the year end March 2021.

**CIL**

A CIL balance of **£94,873.90** was brought forward from 2019/20.

From this balance there has been the following expenditure.

39 High Street (TC mins 26/18) £15,422

Democracy Game (TC mins 24/19) £1,635

SMG Phase 2 (Est mins 20/21) £4,085

Resulting in a balance of **£73,731.90**

**The following expenditure has been committed from CIL.**

£161.00 for internal alterations (TC mins 26/18)

£255.00 remaining costs for water fountain

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

£3,365 for Democracy game in the schools (TC mins 25/19)

£3,200 for Economic Regeneration Campaign for High Street (TC mins 24/19)

£5,000 for Christmas lights (TC mins 24/20)

£3,600 for initial plans for SMG phase 2 (Est mins 05/20)

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

£25,000 Community Centre Landscaping/Patio (Est mins 03/21)

£4,250 for Fitness Equip St Dunstan's match funding (T C Mins 09/21)

£3,250 towards resurfacing part Icknield Way funding (TC mins 09/21)

Cllr M Walsh proposed to agree the following earmarked reserves.

Seconded by Cllr T Murali.

**Resolved: To agree the following earmarked reserves.**

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

CIL £73,731.90

Elections reserves to increase to £12,000

Legal & Planning costs £2500

Maintenance Personnel Costs – £8000 (apprentice)

Town Regeneration (Horns Lane planning) - £13,015 (already committed £6500)

Civic & Democratic Refreshments - £225

Kerbing stones/pegs (SMG) - £995.00

S106- Open Spaces -£3,939 – SMG Gardener

S106- Env (Town Heritage Trail) - £5,772

Town Heritage Trail £9,749 (£6,300 already committed)

Chairman's Allowance - £109

Chairman's Recognition Allowance £350

Contingency reserve £50,000

New earmarked reserves to be created to reflect the unspent monies for the following existing projects: -  
Community Centre/Café Extension Building Fund £121,916  
39 High Street £49,956  
WDC funding for Farmers Market £4500  
WDC funding for Risborough Basket £16,131  
WDC funding for High Street Events £3,000  
WDC funding for Economic Regeneration £26,252  
Community Centre Manager £30,000

## 9. CORRESPONDENCE

An email has been received from Risborough Rangers Junior Football Club (RRJFC)

RRJFC are looking to make a return from football when the Government restrictions allow and has asked if there is anything the Town Council require in relation to using Wades Park in view of the vaccination centre being located there.  
**All present agreed** for RRJFC to use Church Lane for access to the park. The office is requested to deliver letters to the residents of Church Lane to advise. **SB/BH**

An email has been received regarding dog thefts

A resident is concerned that there are dog thefts in the area and that owners are leaving dogs unattended outside shops. The resident requests that the Town Council considers placing signs to prohibit leaving dogs unattended.  
**All present agreed** for Cllr M Walsh to discuss the issue with Sgt Davey at Thames Valley Police. **MW**

A request has been received for permission to sell hot drinks on a Sunday

The owner of a converted horsebox seeks permission to sell hot drinks to walkers on Sunday.  
**All present agreed** to reply that there isn't any suitable Town Council owned land but advised to contact other land owners and The Chiltern Society. **JM**

An application for a memorial has been received

An application for a memorial depicting a train has been received.  
**All present agreed** to approve the application. **JM**

An email has been received regarding street lighting on Picts Lane.

A resident has written to say that in 2009, EDF replaced an electric pole with a new pole. The street light was left fixed to the old pole, about half way up. The resident was assured that when the new housing development went ahead in Picts Lane proper street lighting columns would be installed and the old wooden pole removed. This has never happened; the development has gone ahead and the street light lantern has been replaced again on the old pole. The stays supporting the old pole have been removed and its stability is questionable. The resident requests that the Town Council lower the lantern to a more appropriate level and remove the element of the pole which is protruding and serving no purpose. In its present position above hedge height the lantern is only serving to illuminate the night sky, it is not environmentally responsible to have it at this height, and it is a risk to pedestrians walking underneath.  
**All present agreed** to reply that the lantern has been inspected by Councillors who found the pole and lantern in good order and that the hedge is in need of attention to reduce the issue. **JM**

An email has been received regarding a Community Garden

Residents would like to set up a Community Garden on a patch of grass near their properties.  
**All present agreed** to reply that permission from Red Kite Housing would need to be sought as they own the land. If permission is granted Cllrs Byrne and Murali would be happy to give advice on how to proceed and advise that a grant application to the Town Council could be made when a Community Garden bank account has been set up. **JM**

## 10. COMMUNITY CENTRE

a) Renaming the Community Centre

Cllr M Walsh proposed to rename the Community Centre as The Wades Centre.  
Seconded by Cllr J Coombs.

**Resolved: To rename the Community Centre as The Wades Centre.**

b) A name for the new function room

Cllr D Knights proposed The Brushwood Room  
Seconded by Cllr T Murali.

**Resolved: To name the new function room The Brushwood Room.**

c) To discuss and decide on the storage charge fees at the Community Centre  
**All present agreed** to defer this item to the next Town Council meeting.

Cllrs A Tuner and D Knights declared a non-pecuniary interest and left the meeting.

#### **11. BUCKINGHAMSHIRE COUNCIL GREEN SPACE DEVOLUTION CONTRACT**

Cllr M Walsh proposed to accept the proposal from Buckinghamshire Council to continue with devolved services for the green spaces that were originally in the contract with Wycombe District Council until 31<sup>st</sup> December 2024.

Seconded by Cllr J Coombs

**Resolved: To accept the proposal from Buckinghamshire Council to continue with devolved services for the green spaces that were originally in the contract with Wycombe District Council until 31<sup>st</sup> December 2024 SB**

#### **12. RISBOROUGH BASKET**

Cllr M Walsh reported that the Risborough Basket celebrated its first-year anniversary which has been a huge success.

#### **13. POLICIES**

a) Cllr A Turner proposed to approve the Finance Committee's recommendation to approve the Expenses Policy

Seconded by Cllr S Baxter.

**Resolved: To approve the Finance Committee's recommendation to approve the Expenses Policy. JM**

b) Cllr A Ball proposed to approve the Admin&H/R Committees recommendation to approve a Winter Weather Policy

Seconded by Cllr L Byrne.

**Resolved: To approve the Admin&H/R Committees recommendation to approve a Winter Weather Policy. JM**

c) Cllr A Ball proposed to approve the Admin&H/R Committees recommendation to approve the Freedom of Information policy.

Seconded by Cllr D Knights.

**Resolved: To approve the Admin&H/R Committees recommendation to approve the Freedom of Information policy. JM**

d) Cllr A Ball proposed to approve the Admin&H/R Committees recommendation to approve the revised Child Protection Policy

Seconded by Cllr I Pearce.

**Resolved: To approve the Admin&H/R Committees recommendation to approve the revised Child Protection Policy. JM**

#### **14. OUTSIDE HOSPITALITY AREAS**

Cllr A Ball proposed several locations in the town centre for resident to eat and drink at when outside hospitality reopens on April 12<sup>th</sup> 2021.

**All present agreed** for Buckinghamshire Councillor D Knights to continue his work with BC on this project. **DK**

#### **15. AGENDA ITEMS FOR NEXT MEETING**

To discuss and decide on how to hold future Town Council meetings as the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 apply to meetings taking place before May 7<sup>th</sup> 2021.

To discuss and decide on the storage charge fees at the Community Centre

To discuss and decide on a proposal for the Risborough Food Cupboard (Cllr J Coombs)

To discuss and decide on the Tree Strategy (Cllr L Byrne)

#### **16. 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 DISCUSS AND DECIDE ON: -**

a) To discuss and decide on the preferred leasing company for the Maintenance Team vehicles.

b) To discuss and decide on staff matters

c). To discuss and decide on the preferred tenant for the Community Centre café.

Cllr J 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 D Knights.

**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) Maintenance Team vehicle lease

The Clerk presented 3 quotations for the Ford Ranger

1. £369.99

2. £389.98

3. £343.10

Cllr M Walsh proposed to approve quotation 1

Seconded by Cllr A Turner.

**Resolved: To approve quotation 1**

KP

The Clerk presented 3 quotations for the Ford Transit

1. £419.99

2. £481.08

3. £442.99

Cllr M Walsh proposed to approve quotation 1

Seconded by Cllr A Turner.

**Resolved: To approve quotation 1**

KP

b) Staff matters

1. Risborough Basket

Cllr M Walsh proposed to create a self-employed zero hours Risborough Basket administration role at £9.50 per hour for up to 10 hours per week.

Seconded by Cllr J Coombs

**Resolved: To create a self-employed, zero hours, Risborough Basket administration role at £9.50 per hour for up to 10 hours per week.**

KP

2. Maintenance Team Apprentice

Cllr A Ball proposed to create an apprentice role and advertise for an apprentice to start in August 2021 at £5.50 per hour for a 2-year contract.

Seconded by Cllr A Turner.

**Resolved: To create an apprentice role and advertise for an apprentice to start in August 2021 at £5.50 per hour for a 2-year contract.**

SB

3. Tenant for the Café at the Community Centre

Cllr M Walsh proposed to approve the agent's recommendation.

Seconded by Cllr D Knights.

**Resolved: To approve the agent's recommendation for the tenant for the café at the Community Centre.**

SB

**17. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 27<sup>TH</sup> April 2021 at 7.00pm by video link via Zoom.

There being no further business to discuss the Meeting closed at 8.58 pm.