



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 27th APRIL 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, A Smith, G Hall and L Byrne
Susanne Barter–Clerk to the Town Council
Kirsty Pope – Deputy Clerk to the Town Council
Jayne Mylchreest – Administration Officer
4 members 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 who had a work commitment.

Resolved: To receive and note the following apologies from Cllrs I McLauchlan.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 30TH MARCH 2021

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 30th March 2021 and Annual Town Meeting on the 18th March 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 J Coombs declared a non -pecuniary interest in Agenda item No 8(b) as they are the Town Council representatives on the Princes Risborough Charity and the Monks Risborough Parochial Charities.

4. PUBLIC FORUM

One member of the public asked a question relating to the Town Council's policy for cutting the grass in verges and local residential areas and if managing for wildlife, climate change and carbon emissions are considered.

5. A REPORT FROM THAMES VALLEY POLICE

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

With the lockdown starting to ease the Neighbourhood policing team have been engaging with local schools, businesses and pubs to reassure them of our presence and support in the coming months.

Crime has been very low in the town over the last month with none of interest to report.

PCSO Matt Sara caught a few local youths riding a motorbike on the Earl Mitchell park on 18/4 thanks to a report from a member of the public. A S59 warning was issued to the rider which means if he is found riding a motor bike in an anti-social manner again it will be seized.

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

Cllr D Knights gave an update on the E Scooters project.

Cllr G Hall gave an update on roads maintenance.

7. TO RECEIVE AND NOTE MINUTES OF COMMITTEES HELD

Planning 6th April 2021 (draft)

Town Committee 6th April 2021 (draft)

Resolved: The Committee minutes listed above be received and noted

8. FINANCE

a) **All present approved** Invoice Nos 1042 and 1043 from BEP Contracting Ltd totalling £ 110,480.03 + vat for building works at the Wades Centre and 39 High St. and Invoice Nos PRI005/1,2and 3 from Molco Trading Ltd totalling £ 16,909.18 + vat for kitchen installation at the Wades Centre, **JM**

Cllrs A Turner and J Coombs declared a non -pecuniary interest in the following agenda item and took no part in the discussion or vote.

b) Minor Grant applications

Princes Risborough Charity

Cllr I Pearce proposed to approve the recommendation from the Finance Committee to approve a grant application from the Princes Risborough Charity for £250 to help children of vulnerable families.

Seconded by Cllr D Knights.

Resolved: To approve the recommendation from the Finance Committee to approve a grant application from the Princes Risborough Charity for £250 to help children of vulnerable families. **JM**

Monks Risborough Parochial Charities

Cllr I Pearce proposed to approve a recommendation from the Finance Committee to approve a grant application from the Monks Risborough Parochial Charities for £250 to help children of vulnerable families who usually receive free school meals.

Seconded by Cllr T Murali.

Resolved: To approve a recommendation from the Finance Committee to approve a grant application from the Monks Risborough Parochial Charities for £250 to help children of vulnerable families who usually receive free school meals. **JM**

c) Reserves Policy

Cllr A Turner proposed to approve the recommendation from the Finance Committee to approve the Reserves Policy for 2021

Seconded by Cllr A Ball.

Resolved: To approve the recommendation from the Finance Committee to approve the Reserves Policy for 2021. **JM**

d) CIL Funds

Cllr D Knights proposed to allocate a sum of £4,850.00 from CIL funds for the provision of external works at the Wades Centre to provide easier access for the disabled.

Seconded by Cllr A Smith.

Resolved: To allocate a sum of £4,850.00 from CIL funds for the provision of external works at the Wades Centre to provide easier access for the disabled. **SB**

9. CORRESPONDENCE

A letter has been received regarding the sale of Walsingham Hall

A resident request that the Town Council consider making Walsingham Hall a Grade 2 Listed Building before the site is sold.

All present agreed to reply that the letter will be forwarded to Buckinghamshire Council who are the relevant authority to review the status of the building. **JM**

An email has been received regarding the cutting of grass verges and in open local residential areas

A resident has asked what the Town Council policy is for cutting verges and open grass in local residential area and if managing for wildlife, climate change and carbon emissions are considered.

All present agreed with the reply given to the member of the public in the Public Forum.

An email has been received regarding Swish Fibre Installation

A resident requests the Town Council's support with a complaint that contractors laying cable have not made good the grass verge.

All present agreed that the issue had now been resolved and for Cllr M Walsh to contact Swish Fibre regarding other locations in the town that may be affected. **JM/MW**

An email has been received from Buckinghamshire Council (BC) regarding Assets of Community Value

The assets of community value listed below have expired at the end of the five-year listing period and have been removed from the Council's List of Assets of Community Value, and its land registry entry has been updated to reflect this.

- The Bell, 21-23 Bell Street, Princes Risborough, Buckinghamshire, HP27 0DE – expired 11/08/2020
- The Plough, Cadsden Road, Cadsden, Buckinghamshire, HP27 0NB – expired 10/11/2020
- George & Dragon, 74 High Street, Princes Risborough, Buckinghamshire, HP27 0AX – expired 21/10/2020

Assets may be nominated for Asset of Community Value Status again.

All present agreed for the office to nominate all the public houses in the parish and to set up a social media campaign to encourage members of the public to nominate the assets to meet the criteria. **CH/KP**

It was further agreed to agenda an item for the next Town Council meeting to consider nominating other assets in the parish. **JM**

A request has been received for a financial contribution to accompany the Princes Risborough Town Council's (PRTC's) Road Safety Fund application.

A request for funding has been received for a financial contribution to accompany the PRTC's Road Safety Fund application for the Widening of Wycombe Road Footway on the A4010 Princes Risborough and the White Edgelines on the A4010 West Wycombe to Kimble.

All present agreed that the budgets have been set for the year but to defer the item to the next Town Council meeting. **JM**

10. WADES CENTRE

a) Continued use as a Vaccination Centre

Cllr M Walsh proposed to delegate the authority to the Clerk to conclude negotiations for the Centre to be used until the end of August 2021.

Seconded by Cllr J Coombs.

Resolved: To delegate the authority to the Clerk to conclude negotiations for the Centre to be used until the end of August 2021. **SB**

b) Charging structure for the Brushwood Suite

Cllr A Ball proposed to approve the recommendation from the Working Group to approve the charging structure previously circulated to the members.

Seconded by Cllr J Coombs.

Resolved: To approve the recommendation from the Working Group to approve the charging structure previously circulated to the members. **CH**

c) New signage for the Wades Centre and Brushwood Suite

Cllr D Knights proposed to approve the recommendation from the Working Group to approve the new signage previously circulated to the members.

Seconded by Cllr S Baxter

Resolved: To approve the recommendation from the Working Group to approve the new signage previously circulated to the members. **KP**

d) Charging structure for the hire of storage space

Cllr A Ball proposed to approve the recommendation from the Working Group to approve the charging structure previously circulated to the members.

Seconded by Cllr D Knights.

Resolved: To approve the recommendation from the Working Group to approve the charging structure previously circulated to the members. **CH**

11. RISBOROUGH BASKET

Cllr M Walsh reported that the project continues to evolve and adapt with the retailers re-opening their doors to customers and it had helped deliver fruit and vegetables to vulnerable families during the half term school holiday.

12. TREE STRATEGY

Cllr L Byrne proposed to approve the recommendation from the Working Group to adopt the Tree Strategy which has previously been circulated.

Seconded by Cllr T Murali.

Resolved: To approve the recommendation from the Working Group to adopt the Tree Strategy which has previously been circulated. **JM**

13. RISBOROUGH FOOD CUPBOARD

Cllr J Coombs proposed to approve the use of the Committee Room at the Wades Centre from 1st May 2021- 30th September 2021 by the Risborough Food Cupboard.

Seconded by Cllr A Turner

Resolved: To approve the use of the Committee Room at the Wades Centre from 1st May 2021- 30th September 2021 by the Risborough Food Cupboard. CH/JC

14. SUMMER AND WINTER PLANTING 2021/22

Cllr A Turner proposed to approve the quotation for the summer planting and watering at £11,865.00 +vat and winter planting £3,893.00 +vat

Seconded by Cllr A Smith.

Resolved: To approve the quotation for the summer planting and watering at £11,865.00 +vat and winter planting £3,893.00 +vat KP

15. FUTURE TOWN COUNCIL MEETINGS

Cllr M Walsh proposed to accept the Clerks recommendation that Committees become Working Groups to allow meetings to be held virtually with the monthly Town Council meetings held at the Princes Centre attended in person to ratify recommendations made by the Working Groups. This to be reviewed at the end of July subject to the High Court ruling decision which is pending.

Seconded by Cllr A Turner.

Resolved: To accept the Clerks recommendation that Committees become Working Groups to allow meetings to be held virtually with the monthly Town Council meetings held at the Princes Centre attended in person to ratify recommendations made by the Working Groups. This is to be reviewed at the end of July subject to the High Court ruling decision which is pending. SB

16. INSURANCE POLICY 2021/2022

Cllr A Turner proposed to approve a recommendation from the Finance Committee on the Insurance cover required for Princes Risborough Town Council for 2021/2022

Seconded by Cllr J Coombs.

Resolved: To approve a recommendation from the Finance Committee on the Insurance cover required for Princes Risborough Town Council for 2021/2022 SB

17. AGENDA ITEMS FOR NEXT MEETING

To discuss and decide on nominating assets to be listed on the Assets of Community Value register

To discuss and decide on whether to make a financial contribution towards the purchase of HGV warning signs in relation to the HS2 Road Safety Fund.

18. 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: -

a) To discuss and decide on the quotations for the Risborough Basket vehicle lease

b) To confirm the appointment of an Admin Assistant for Risborough Basket

c) To approve the recommendation from the Admin & H/R Committee for a job description and advertisement for the role of Wades Centre Manager.

Cllr A Turner 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 G Hall.

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) To discuss and decide on the quotations for the Risborough Basket vehicle lease

Cllr M Walsh proposed to approve the Deputy Clerks recommendation that the current lease is continued

Seconded by Cllr T Murali.

All present agreed.

KP

b) To confirm the appointment of an Admin Assistant for Risborough Basket

Cllr M Walsh proposed to confirm the appointment of an Admin Assistant for Risborough Basket for a maximum 10 hours per week on a zero hours contract. Seconded by Cllr A Turner.

Resolved: To confirm the appointment of an Admin Assistant for Risborough Basket at 10 hours per week on a zero hours contract. **KP**

c) To approve the recommendation from the Admin & H/R Committee for a job description and advertisement for the role of Wades Centre Manager.

Cllr I Pearce proposed to approve the recommendation from the Admin & H/R Committee for a job description and advertisement for the role of Wades Centre Manager. Closing date for applications to be the 30th May 2021

Seconded by Cllr S Baxter.

Resolved: to approve the recommendation from the Admin & H/R Committee for a job description and advertisement for the role of Wades Centre Manager. Closing date for applications to be the 30th May 2021. SB

19. DATE OF NEXT MEETING.

The next meeting of the Town Council will be the Annual Meeting of the Town Council and will take place on Tuesday 18TH May 2021 at 7.15pm in the Brushwood Suite, Wades Centre, Stratton Road, Princes Risborough.

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

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

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