



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 18<sup>th</sup> MAY 2021 AT THE BRUSHWOOD SUITE, WADES CENTRE,  
STRATTON ROAD, PRINCES RISBOROUGH AT 19.15**

**PRESENT**

Cllr A Ball – Chairman

Cllrs J Coombs, S Coombs, C Campbell, J Biss, A Turner, A Frost, G Hall, S Marshall, I Parkinson, J Rampin, M Roberts and A Shipley.

Susanne Barter–Clerk to the Town Council

Kirsty Pope – Deputy Clerk to the Town Council

Cate Holloway – Bookings Officer

9 members of the public

**THE TOWN COUNCIL PRAYER**

**1. ELECTION OF CHAIRMAN/TOWN MAYOR**

To elect the Chairman/Town Mayor

Cllr J Coombs proposed Cllr A Ball

Seconded by Cllr M Roberts

A vote was taken. All present agreed

**RESOLVED:** That Cllr A Ball be duly elected Chairman and Town Mayor for the year 2021/2022

Cllr Ball in the Chair

**2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE**

The Town Chairman signed the Declaration of the Acceptance of Office before the Town Clerk and Proper Officer of the Council.

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

The Town Clerk reported that no apologies had been received.

**4. MINUTES OF MEETING OF FULL COUNCIL HELD ON 27<sup>TH</sup> APRIL 2021**

**Resolved:** To agree and sign as a correct record the minutes of the Town Council meeting on the 27<sup>th</sup> April 2021

**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.

Cllr A Turner and Cllr G Hall both declared a non-pecuniary interest in agenda item 16 as members of Buckinghamshire Council. Cllr A Frost declared a non-pecuniary interest in agenda item 16 regarding application number 21/06387/TPO.

**6. ELECTION OF VICE CHAIRMAN/DEPUTY TOWN MAYOR**

To elect the Vice Chairman/Deputy Town Mayor

Cllr I Parkinson proposed Cllr S Marshall

Seconded by Cllr A Shipley

A vote was taken with

**RESOLVED:** Cllr S Marshall be duly elected Deputy Chairman and Deputy Town Mayor for the year 2021/2022

**7. ELECTION OF CHAIRMAN OF FINANCE**

Cllr A Turner proposed Cllr S Coombs

Seconded by Cllr G Hall

A vote was taken.

**RESOLVED:** Cllr S Coombs be duly elected Chairman of Finance for the year 2021/2022

## 8. PUBLIC FORUM

Two members requested to speak on agenda items 19 and 21 respectively.

## 9. A REPORT FROM THAMES VALLEY POLICE

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

The neighbourhood team are starting to put plans in place to visit local schools again as lockdown restrictions are slowly lifted. We are patrolling various ASB areas around the town including the parks, and further afield - Bledlow Ridge, Widmer End and Longwick.

Carina is pushing on with the Shop Watch scheme and is working hard to get it up and running, she has engaged with the local shops on the High Street and gathering together new materials to promote it.

We have completed some speed enforcement operations recently, which has resulted in a number of vehicles stopped and ticketed for excess speed.

There has been an increase in Social Media posts from the team promoting messages around cuckooing and county drug lines, plus knife crime and the dangers around carrying knives.

## 10. A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH

Buckinghamshire Cllr M Walsh advised that he would be reporting back to the Town Council on relevant matters at future Town Council meetings.

## 11. TO RECEIVE AND NOTE COMMITTEES HELD

Planning Committee 4<sup>th</sup> May 2021(draft)

Town Committee 4<sup>th</sup> May 2021(draft)

Finance Committee 27<sup>th</sup> April 2021, 4<sup>th</sup> May 2021(draft)

Events Committee 27<sup>th</sup> April 2021(draft)

Admin/H&R Committee 19<sup>th</sup> April 2021 (draft)

Economic Regeneration 13<sup>th</sup> April 2021(draft)

Commercial Services 9<sup>th</sup> March 2021(draft)

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

## 12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

a) **RESOLVED:** The following Councillors are representatives of the Town Council on the External Bodies listed

**RAP** –It was duly agreed that **Cllr S Marshall** be the representative on this body.

**NWCAF** –It was duly agreed that **Cllr A Ball** be the representative on this body.

**Rural Forum** – It was duly agreed that **Cllr C Campbell** be the representative on this body

**Youth Club** – It was duly agreed that **Cllr A Frost** be the representative on this body.

**REG** – It was duly agreed that **Cllr I Parkinson** be the representative on this body.

**RCAN** – It was duly agreed that **Cllr I Parkinson** be the representative on this body.

### b) Risborough Basket CIC

Cllr A Ball proposed to reaffirm the appointment of Buckinghamshire Councillor M Walsh and Kirsty Pope, Deputy Clerk as the two directors. The Clerk will continue to be the signatory on behalf of Princes Risborough Town Council, the legal owner of the Community Interest Company.

Seconded by Cllr A Turner.

**RESOLVED: To reaffirm the appointment of Buckinghamshire Councillor M Walsh and Kirsty Pope, Deputy Clerk as the two directors. The Clerk will continue to be the signatory on behalf of Princes Risborough Town Council, the legal owner of the Community Interest Company.**

## 13. MEMBERSHIP OF TOWN COUNCIL COMMITTEES

To agree the membership of each committee.

Planning Committee - Cllrs J Biss, J Coombs, S Coombs, M Roberts, A Ball, A Shipley, C Campbell

Events and Public Relations Committee – Cllrs A Frost, J Biss, J Coombs, S Coombs, M Roberts, S Marshall, A Ball, C Campbell.

Administration and Human Resources Committee – Cllrs A Turner, J Biss, J Coombs, S Coombs, A Ball,

Town Committee – Cllrs A Frost, A Turner, J Biss, J Coombs, S Coombs, G Hall, M Roberts, S Marshall, A Ball, A Shipley, C Campbell, J Rampin.

Commercial Services Committee- Cllrs I Parkinson, A Turner, J Coombs, S Coombs, S Marshall, A Ball, J Rampin.

Economic Regeneration Committee- Cllrs A Frost, J Biss, I Parkinson, A Turner, S Marshall, A Ball, A Shipley, J Rampin

Finance Committee –To comprise the Chairman of each Committee.

**RESOLVED:** Council agreed the membership of Committees for 2021/2022

#### 14. FINANCE

- a) The Town Council noted the report from the Internal Auditor. He found the accounts and systems to be in good order and well run and had no criticism to make.
- c) The Town Council acknowledged the updated Asset Register for 2021
- d) The payments for May 2021 were noted and items of income for April 2021 were noted.
- e) **All present agreed** to approve the payment of Invoice No 1045 from BEP Contracting Ltd at £ 29,850.00 + vat for building works at the Wades Centre, Invoice No 20213097 from Lightfoots at £ 8,137.00 + vat for the lease at 39 High St, Invoice for the Town Council annual insurance policy £6,618.23 and Invoice No PR1002-1 from Greig and Stephenson at £ 6,500.00 +vat for the Public Realm project.

**JM**

#### 15. AUDIT 2020/2021

- a) The Town Council **RESOLVED** to agree the Annual Governance Statement 2020/21. (Section 1 of the Annual Governance and Accountability Return (AGAR).
- b) The Town Council agreed that the Annual Governance Statement be signed by the Chairman and the Clerk.
- c) The members considered the Accounting Statements.  
The Town Council **RESOLVED** to agree the Accounting Statements 2020/2021. (Section 2 of the AGAR).
- d) The Town Council agreed that the Accounting Statements 2020/2021 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO).
- e) The Town Council **RESOLVED** to adopt the public inspection period for the 2020/2021 accounts of 14<sup>th</sup> June 2021 to 23rd July 2021.

**SB**

**Cllrs Hall and Turner declared an interest in the next agenda item and took no part in the discussions or votes.  
Cllr A Frost declared an interest in planning application number 21/06387/TPO and took no part in the discussion or vote.**

#### 16. PLANNING APPLICATIONS

- a) Planning Applications received

##### 21/06344/FUL

**Address:** Sycamore Barn Bell Lane Princes Risborough Buckinghamshire HP27 0DF

**Proposal:** Householder application for construction of side conservatory and shed

**The Princes Risborough Town Council has no comment.**

##### 21/06387/TPO

**Address:** 18 St Teresas Close Princes Risborough Buckinghamshire HP27 0JH

**Proposal:** Reduce to suitable growth points just below previous reduction height by removing up to 1.5 metres apical and lateral growth x 3 Horse Chestnut (T2 - T4)

**The Princes Risborough Town Council will abide by the decision of the Arboriculturalist**

##### 21/06419/FUL

**Address:** Friars patch Orchard Place Mill Lane Monks Risborough HP27 9JE

**Proposal:** Householder application for single storey side and rear extensions and replace garage door with window

**The Princes Risborough Town Council has no comment.**

##### 21/06029/FUL

**Address:** 12 Duke Street Princes Risborough Buckinghamshire HP27 0AT

**Proposal:** Change of use from estate agents to a nail salon and alterations to shopfront

**The Princes Risborough Town Council requests that the alterations are in keeping with the street scene.**

##### 21/06439/CTREE

**Address:** Alscot Cottage, Alscot Lane, Princes Risborough, HP27 9RU

**Proposal:** Reduce height by approximately 5m to previous pruning points to 1 x Ash, reduce height by up to approximately 4m to 1 x Leylandii and remove 1 x Holly

**The Princes Risborough Town Council will abide by the decision of the Arboriculturalist**

**21/06457/FUL**

**Address:** Askett House, Askett Village Lane, Askett, HP27 9LT

**Proposal:** Application for construction of single storey detached outbuilding/pool house

**The Princes Risborough Town Council has no comment.**

**21/06442/FUL**

**Address:** Kop View, Berryfield Road, Princes Risborough, HP27 0HF

**Proposal:** Application for erection of single storey rear extension with removal of existing conservatory and alterations to fenestration

**The Princes Risborough Town Council has no comment.**

b) Planning Appeals received

c) Planning Decisions received

**21/05539/FUL**

**Address:** 3 Eastfield Road Princes Risborough Buckinghamshire HP27 0JA

**Proposal** Householder application for construction of dropped kerb and hardstanding to front

**Decision:** Application Permitted

**21/05646/PNP3Q**

**Address:** Sunnymede Longwick Road Princes Risborough Buckinghamshire HP27 9RS

**Proposal** Prior notification application (Part 3, Class Q) for change of use and conversion of existing agricultural poultry barn to create 3 x 3-bed dwellings with associated operational development

**Decision:** Details Not Required to be submitted

**21/05648/PNP3Q**

**Address:** Sunnymede Longwick Road Princes Risborough Buckinghamshire HP27 9RS

**Proposal** Prior notification application (Part 3, Class Q) for change of use and conversion of existing agricultural poultry barn to create 3 x 3-bed dwellings with associated operational development

**Decision:** Details Refused

**19/08050/FUL**

**Address:** Land off Jacobs Meadow Princes Risborough

**Proposal:** Erection of 1 x detached two storey dwelling with parking, vehicular sliding gate and amenity space

**Appeal Decision:** Appeal Dismissed

**17. CORRESPONDENCE**

A request has been received from the Mobile Covid-19 Rapid testing programme to attend the Thursday Market  
Buckinghamshire Council would like to visit the Thursday Market with their mobile testing van on a regular basis.  
Cllr A Turner proposed to agree to the request, seconded by Cllr A Shipley

**Resolved: to agree to the request for the Mobile Covid-19 Rapid Testing Programme to attend the Thursday Market on a regular basis.** JM

An email has been received regarding storage fees at the Wades Centre

A hirer has never paid for storage in the summer months and requests that this arrangement continue.

Cllr A Turner proposed that all hirers be required to pay storage charges throughout the year, with no exceptions.  
Seconded by Cllr J Coombs.

**Resolved: all hirers are required to pay storage charges throughout the year, with no exceptions.** CH

An email has been received from Buckinghamshire Council regarding "Play Around the Parishes"

Play Around the Parishes is a scheme run by the Buckinghamshire Council's Communities Team to provide open-access free-play sessions for children aged 1 to 10 on weekdays during the summer school holidays. Free play helps benefit children's mental and physical health and gives them the chance to play with different children.

Parish Councils, Town Councils or Community Organisations can book the sessions in order to offer a positive activity for local children and their families to take part in over the holidays.

Cllr S Marshall proposed to agree to participate in the scheme, seconded by Cllr A Frost.

**Resolved: The office to contact the Communities Team at Buckinghamshire Council to identify possible dates for the scheme to run in the town during the summer holidays.** CH

An email has been received from a Wades Centre hirer regarding the use of the Brushwood Suite.

The hirer requests the use of the Brushwood Suite while the existing rooms are out of use. What deposit should be charged?

Cllr G Hall proposed that a deposit of £500 should continue to be charged for all bookings in the Brushwood Suite and that use of the Suite should be kept under review on a weekly basis while the NHS are using the rest of the Wades Centre. Seconded by Cllr J Biss.

**Resolved: All hirers using the Brushwood Suite will be required to pay a returnable deposit of £500. Use of the Brushwood Suite to be reviewed weekly while the NHS are using the rest of the Wades Centre.** CH

A request to use Wades Park for a Zipp training day has been received

Zipp mobility would like to use Wades Park on the 23<sup>rd</sup> May between 1-4pm as a training day venue for the Zipp scooters.

Cllr G Hall proposed to agree to this request. Seconded by Cllr M Roberts

**Resolved: to agree to the request to use Wades Park for a Zipp training day.** KP

A report from the Chairman of the Whiteleaf & Cadsden Residents Association was received.

The report was Noted.

An email has been received requesting a pitch at the market on 24 June to publicise the resumption of the Community Bus Service, subject to government instructions.

Cllr A Turner proposed to agree to allocating a pitch at the market on 24 June, free of charge, to publicise the Community Bus Service. Seconded by Cllr M Roberts.

**Resolved: to allocate a pitch at the market on 24 June, free of charge, to publicise the resumption of the Community Bus Service.** KP

An email has been received from artists asking for a site to produce a street art mural.

**All present agreed** to decline the request as no suitable site is available. The artists to be encouraged to enter the Art in the Park competition to show their work instead. CH

Emails received from Risborough Charities relating to allotments.

It has come to the Town Council's attention that an individual has been purporting to be working with the Princes Risborough Town Council on a proposal to introduce more allotment space into the town. There has been no Town Council decision to work on a proposal of this nature and the individual's claims to be working with the Town Council are untrue.

**All present agreed** the Clerk is requested to write to the individual demanding that she desists from this activity immediately. SB

An email has been received from Buckinghamshire Car Parks team to pass on a request from Barclays to have a van parked in the town to offer support as part of their closure programme during July, August and September.

Cllr A Turner proposed to agree to the request from Barclays to park their van in the town on Thursdays as part of the Market and to pay a standard pitch fee during July, August and September. Cllr C Campbell seconded this proposal.

**Resolved: to allow Barclays to park their van on Thursday Market days at the standard pitch fee during the months of July, August and September.** JM

## **18. THE SIGNATORIES FOR 2020/2021 TO SIGN CHEQUES AND RELEASE PAYMENTS ON INTERNET BANKING ON BEHALF OF THE PARISH COUNCIL**

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

Cllr G Hall proposed that Cllrs A Turner, J Coombs and A Ball continue as signatories and to add Cllrs S Coombs and J Biss.

Seconded by M Roberts

**RESOLVED: Cllrs A Turner, J Coombs and A Ball continue as signatories and to add Cllrs S Coombs and J Biss.** JM

## **19. ASSETS OF COMMUNITY VALUE**

Buckinghamshire Council has advised that assets of community value may be nominated for Asset of Community Value Status

Cllr J Coombs proposed to set up a working group to consider the criteria for nominations and identify specific properties that might qualify as assets of community value.

Seconded by G Hall. **All present agreed** for the following membership of the Working Group, Councillors J Biss, J Rampin, A Shipley and A Frost. The Bookings Officer will co-ordinate the Working Group.

**Resolved: to set up an Assets of Community Value working group comprising of Cllrs J Biss, J Rampin, A Shipley, A Frost and Bookings Officer.** JB/JR/AS/AF/CH

## **20. HS2 ROAD SAFETY FUND**

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 in Princes Risborough

Cllr A Turner proposed that the Town Council should contribute £500.00 towards the costs of the project.

Seconded by

**Resolved: The Town Council should contribute £500.00 towards the costs of the project for the Widening of Wycombe Road Footway on the A4010 in Princes Risborough** **SB**

## **21. TO RESOLVE TO ADOPT THE GENERAL POWER OF COMPETENCE HAVING MET THE CONDITIONS OF ELIGIBILITY AS DEFINED IN THE LOCALISM ACT 2011**

The Town Council resolves from 18<sup>th</sup> May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Cllr J Coombs proposed that having met the conditions of eligibility, to adopt the General Power of Competence  
Seconded by Cllr A Turner.

**Resolved: The Town Council resolves from 18th May 2021, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.**

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

To receive a report on the Zipp trial at the July meeting.

To discuss staff matters.

## **23. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 29<sup>th</sup> June 2021 at 7.00pm, the venue is to be advised.  
There being no further business to discuss the Meeting closed at 20.55 pm.

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

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