



PRINCES RISBOROUGH TOWN COUNCIL



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 26TH MARCH 2019 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00 PM**

PRESENT

Cllr M Walsh – Chairman

Cllrs, J Roberts, P Summerbell, A Ball, J Coombs, D Knights, L Byrne, I Pearce, G Hall and N Davis.

Susanne Griffiths - Clerk to the Town Council

Jayne Mylchreest – Administration Officer

7 members of the public

THE TOWN COUNCIL PRAYER

A minute's silence was held in respect of the Late Cllr Dennis Green

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr A Turner who was on holiday and I McLauchlan who had a work commitment.

RESOLVED: To receive and note the above apologies for non-attendance at the meeting.

2. MINUTES OF MEETING OF THE COUNCIL HELD ON 29TH JANUARY 2019

Cllr J Coombs proposed to agree and sign as a correct record of the minutes of the Town Council meeting on the 29th January 2019. Seconded by Cllr N Davis. All present agreed.

RESOLVED: To agree and sign as a correct record the minutes of the Town Council meeting on the 29th January 2019.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

Cllrs P Summerbell and J Roberts declared a non- pecuniary interest in Agenda No 11

Cllr D Knights declared a non- pecuniary interest in Agenda Item No 13.b)

Cllr D Knights declared a non- pecuniary interest in Agenda Item No 20

4. PUBLIC FORUM

A member of the Risborough Area Community Association addressed the members regarding the continuation of discounted rates at the Community Centre.

A spokesperson from the Climate Change Action Group gave a presentation.

Cllr G Hall responded on behalf of Wycombe District Council.

5. REPORT FROM THAMES VALLEY POLICE

PC Andy Ralph gave a report on the current Operating Model with details of the roles of the Neighbourhood team and the Problem-Solving team and the local issues including vandalism, burglary and graffiti.

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

Cllr B Bendyshe-Brown was unable to attend.

6.b. A REPORT FORM WYCOMBE DISTRICT CLLRS (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH

No report was received.



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7. COUNCIL COMMITTEES

a) Planning Committee 5th February 2019 Planning Committee 5th March 2019 (draft)
Town Committee 5th February 2019 Town Committee 5th March 2019 (draft)
Finance Committee 21st January 2019 Finance Committee 18th February 2019 (draft) Finance
Events Committee 12th March 2019 (draft)
Admin/H&R Committee 21st February 2019 Admin/H&R 8th March 2019 (draft)
Commercial Services Committee 12th February 2019(draft) Commercial Services Committee 7th
March 2019 (draft)

RESOLVED: The committee minutes listed above be received.

8. CORRESPONDENCE

An email has been received from Bucks County Council regarding a Rights of Way Improvement Plan
BCC is developing a Rights of Way Improvement Plan for adoption in 2020 and request the views of
the Town Council that meets local needs. A survey requires completion by the 15th April 2019.

Cllr N Davis proposed to form a Working Group to include Cllrs D Knights, J Coombs, and M Walsh.
Seconded by Cllr A Ball.

**Resolved: To form a Working Group to include Cllrs D Knights, J Coombs, and M Walsh
DK/JC/MW**

An email has been received regarding a piece of land in Peters Lane Whiteleaf

A request has been received to clarify the Council's position regarding land in Peters Lane as the
tenant has been advised by the Monks Risborough Parochial Church Charities that the land is vested
in Princes Risborough Town Council.

The scheme of the Monks Risborough Poor's Allotment Charity which was signed by the Charity
Commission in 1938 states that the land is owned by the Parish Council of Princes Risborough
pursuant to the Bucks Review Order, 1934, but that the trustees of the Charity have responsibility for
the management of the land.

Cllr M Walsh proposed that the solution may be for the parties to enter into a boundary agreement by
which the parties would agree where the boundary should run and therefore advise the resident to
contact the Charity to resolve any dispute with them. Seconded by Cllr J Coombs. **All present
agreed.** The Clerk is requested to respond to the resident with the above information. **SG**

A request has been received to use the KGV park on the 29th September 2019

A local school has requested permission to use the KGV park for a fundraising event called the
Risborough Rainbow Run, a 5K run, obstacle course, paint stations, refreshments and music. An
entry fee will be charged. Cllr J Coombs confirmed that he was satisfied with the Risk Assessment
and management of the event

Cllr J Coombs proposed to approve the request. Seconded by Cllr J Roberts.

**Resolved: To approve the request for permission to use the KGV park on the 29th September
2019** **JM**

Emails has been received from two existing hirers requesting the continuation of discounted hall hire
charges at the Community Centre

Some hirers have historically enjoyed a discount on hire charges at the Community Centre and wish
to continue this arrangement. The Commercial Services Committee had previously agreed in the
interest of fairness, that no discounts are applied to any bookings for a room or hall in the Community
Centre.

Cllr J Coombs proposed that a meeting is arranged with the hirers to discuss the matter further.
Seconded by Cllr I Pearce. **All present agreed** for Cllrs M Walsh, J Coombs, A Ball and the Clerk to
meet with each hirer. The office is requested to arrange the meetings. **MW/JC/AB/SG/JM**



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9. FINANCE

1. Approval of Financial documents

a. Cllr I Pearce proposed to approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management 2019.

Seconded by Cllr A Ball

Resolved: To approve the Finance Risk Assessment and Management 2019 document.

b. Cllr I Pearce proposed to approve the recommendation from the Finance Committee to approve the Audit Plan.

Seconded by Cllr A Ball.

Resolved: To approve the Audit Plan

c. Cllr I Pearce proposed to approve the recommendation from the Finance Committee to approve the Internal Audit Terms of Reference.

Seconded by Cllr N Davis

Resolved: To approve the Audit Terms of Reference

2. Approval of Invoices over £5000

a. Cllr D Knights proposed to approve the invoice from Wilkinson Eyre for a fee of £7,500.00 for a redevelopment feasibility study.

Seconded by Cllr I Pearce

Resolved: To approve the invoice from Wilkinson Eyre for £7,500

JM

b. Cllr J Coombs proposed to approve the invoice from Sparkx for £56,757.50 for an instalment for the LED lights replacement programme.

Seconded by Cllr G Hall

Resolved: To approve the invoice from Sparkx for £56,757.50

JM

c. Cllr M Walsh proposed to approve the invoice from Lewis Developments for £16,140.00 for the supply and turfing at the Stratton Memorial Garden.

Seconded by Cllr L Byrne

Resolved: To approve the invoice from Lewis Developments for £16,140.00

JM

3. Approval of the expenditure recommended by the Economic Regeneration Working Group

a. Cllr J Roberts proposed to approve the expenditure of £ 1500 for the Princes Risborough Farmers Market.

Seconded by Cllr D Knights

Resolved: to approve the expenditure of £ 1500 for the Princes Risborough Farmers Market AD

b. Cllr L Byrne proposed to approve the expenditure of £1,542.35 to purchase a food demonstration kitchen.

Seconded by Cllr J Roberts

Resolved: to approve the expenditure of £ 1542.35 to purchase a food demonstration kitchen

4. 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 2019.

The members were advised that the forecast balance at Estimates in November was £270,484 and that the projected balance as at 31st March 2019 will be £275,174

CIL - A CIL balance £73,666.81 was brought forward from 2017/18.

£138,521.58 has been received from WDC in relation to Leo Longwick Road Development,

£38,497.27 in relation to Aylesbury Road,

£157,683.82 in relation to WE Black and

£3,618.46 Land adj to 2 Poppy Road



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£363,032.30 was spent on purchasing 39 High Street
£1,368.05 on Town Centre Co-Ordinator's salary for Economic Regeneration
£1,102.52 towards the installation of the electric bike pump in the High Street resulting in a balance of £46,485. Of this balance £45,080 expenditure has been committed for costs relating to 39 High Street and Economic Regeneration resulting in a balance of £1,405

Cllr M Walsh proposed to agree the following earmarked reserves. Seconded by Cllr I Pearce.

Resolved: An existing ear marked reserve would be amended to reflect the unspent CIL monies £46,485.

An existing ear marked reserve would be amended to reflect the unspent monies related to the LED Lighting - **£79,366**

To keep the Elections reserves to **£10,000** as elections have been postponed until 2020.

Extra earmarked reserves to be created for the following projects to reflect unspent monies related to the projects which will be spent in 2019/20.

Community Centre Building Fund	£100,000
Community Centre Transfer	£ 6,398
Election Costs	£ 10,000
Office Extension/Furniture	£ 6,000
LED Lights	£ 79,366
Training/Community Governance Study	£ 2,500
Regeneration Legal /Planning Costs	£ 1,640
Open spaces/Play Areas	£ 1,546
Maintenance Personnel Costs	£ 8,400
M/T Rest Room/ Tractor Storage	£ 8,724
Events	£ 1,300
Town Regeneration	£ 8,486
Chairman's Allowance	£ 180
	£234,540

10. PRINCES RISBOROUGH LITERARY INSTITUTE

The Princes Risborough Snooker Club has historically enjoyed limited access across land at 39 High Street to gain access to the back of the Literary Institute and occasional access to the fire escape to do work on the roof of the building and requests permission from the Town Council to continue this arrangement. They also request information about the Festival week and submitting an article in Crosstalk.

Cllr M Walsh proposed that the Town Council is happy for access on an ad hoc basis, as and when required on request and subject to the requirements of the tenants of 39 High Street, but not to enter into a formal agreement. Seconded by Cllr J Coombs.

Resolved: The PR Snooker Club is to request access across the land at the rear of 39 High Street when required on occasion and this will be granted subject to the requirements of the tenants of 39 High Street. **SG**

The office will contact the PR Snooker Club regarding an article for Crosstalk and involvement in the Festival.

KP/AD

7.40 pm Cllr P Summerbell left the meeting.

7.44 pm Cllr P Summerbell rejoined the meeting.

Cllrs J Roberts and P Summerbell declared a non-pecuniary interest in this agenda item and took no part in the discussion or the vote.

11. THE PREFERRED CANDIDATE FOR THE VACANCY OF COUNCILLOR BY CO-OPTION

Ten candidates applied to fill the vacancy for a Councillor. The Councillors invited all the candidates to an informal interview to enable them to make an informed decision on the preferred candidate.

Cllr M Walsh proposed that the council co-opt candidate No 8 to fill the vacancy for a Councillor. Seconded by Cllr N Davis.

Resolved: To co-opt candidate No 8 to fill the vacancy for a Councillor. Page 11/19



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12. CREATION OF A BOOKINGS AND PROPERTY OFFICER ROLE

a. Cllr J Coombs proposed to approve the recommendation from the Admin & H/R Committee to approve the job description for a Bookings and Property Officer.

Seconded by Cllr N Davis

Resolved: To approve the job description for a Bookings and Property Officer

b. Cllr J Roberts proposed to approve the recommendation from the Admin & H/R Committee to approve the rate of pay to be advertised for the new Bookings and Property Officer.

Seconded by Cllr J Coombs

Resolved: To approve the rate of pay to be advertised for the new Bookings and Property Officer

c. Cllr J Coombs proposed to approve the recommendation from the Admin & H/R Committee to approve the advertisement for the role of a new Booking and Property Officer.

Seconded by Cllr J Roberts

Resolved: To approve the advertisement for the role of a new Booking and Property Officer

13. ECONOMIC REGENERATION

a. Cllr I Pearce gave an update on the following: -

- Horns Lane development
- 39 High Street marketing by an agent
- Princes Risborough Farmers Markets
- Kop Hill Climb event
- George and Dragon public house

Cllr D Knights declared a non-pecuniary interest and took no part in the discussion or vote on this agenda item.

b) Cllr I Pearce proposed to appoint Peter Gott as a consultant for the implementation of the Princes Risborough Farmers Market. Seconded by Cllr N Davis

Resolved: To appoint Peter Gott as a consultant for the implementation of the Princes Risborough Farmers Market

SG

c) Cllr M Walsh advised the members on the progress of the Planning Permission applications submitted and the marketing of 39 High Street.

14. OLD BRITISH SCHOOL FOUNDATION

Cllr M Walsh reported on the activities of the Foundation during 2018/2019 and confirmed that the accounts have been submitted to the Charity Commission. Three grants are to be awarded.

15. DEATH OF A SENIOR PERSON OF STATE

Cllr M Walsh proposed to form a Working Group to include Cllrs M Walsh/J Coombs/I Pearce/and N Davis to plan for such an event.

Seconded by Cllr A Ball. **All present agreed.**

MW/JC/IP/ND/KP

16. FREE PARKING DAYS 2018/2019

Wycombe District Council has agreed to offer three free parking days in their car parks and request that the Town Council apply for their preferred dates.

Cllr M Walsh proposed to defer this agenda item to the next Town Committee meeting.

All present agreed.

JM

17. GRANT APPLICATIONS

Cllr I Pearce proposed to approve the recommendation from the Finance Committee to approve a grant application from the First Steps Pre-school for £212.24 to purchase a notice board.

Seconded by Cllr A Ball.

Resolved: To approve a grant application from the First Steps Pre-school for £212.24 to purchase a notice board.

JM

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18. LOCAL PLAN

Cllr M Walsh informed the members that an independent qualified person has inspected the Plan and confirmed that there are no significant changes for Princes Risborough.

Cllr M Walsh proposed that the Town Council support the modifications by the Inspector on policies CP49 Buffer Zone), PR16 (Princes Risborough Station) and PR15 (Molins sportsground).

Seconded by Cllr A Ball

Resolved: The Town Council supports the modifications by the Inspector on policies CP4 (Buffer Zone), PR16 (Princes Risborough Station) and PR15 (Molins sportsground).

19. FUTURE AGENDA ITEMS

To discuss and decide on appointing a Town Council representative for the Climate Change Action Group

To nominate and approve the appointment of representatives on outside bodies

To agree membership of Town Council committees

Financial Matters

To approve the signatories for 2019/2020 to sign cheques on behalf of the Council

To receive a report from the working group on the review of the Town Council Insurance Policy for 2019/2020 and approve any recommendations

To review and approve the Princes Risborough Town Council Risk Schedule

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

Cllr N Davis proposed to pass a resolution to exclude the public and press to discuss and decide on the recipients of the Citizens Awards, the preferred supplier for a tractor and storage unit and staff matters

Seconded by Cllr D Knights. **All present agreed.**

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.

Citizens Awards

Residents nominated candidates for the following awards.

From the nominations received, Cllr A Ball proposed Eunice Clifford for the Citizen of the Year Award.

Seconded by Cllr G Hall

Resolved: To award the Citizen of the Year Award to Eunice Clifford

Cllr D Knights declared an interest in this agenda item and took no part in the discussion or vote

From the nominations received, Cllr N Davis proposed the Princes Risborough Youth Club for the Community Group of the Year Award.

Seconded by Cllr J Roberts

Resolved: To award the Community Group of the Year Award to the Princes Risborough Youth Club

From the nominations received, Cllr J Roberts proposed Sally's Sewing Box for the Business of the Year Award.

Seconded by Cllr D Knights

Resolved: To award the Business of the Year Award to Sally's Sewing Box

From the nominations received, Cllr N Davis proposed Chloe Keeping for the Young Citizen of the Year award.

Seconded by Cllr A Ball

Resolved: To award Chloe Keeping the Young Citizen of the Year Award



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Tractor quotations

John Deere Tractor 4066R Bucket/Major roller 1. £38,998.83 2. £43,300 3. £41,750 4. £41,825
 John Deere Tractor 4049R Bucket/Major roller 1. £35,751.92 2. £39,700 3. £37,750 4. £40,900
 John Deere Tractor 4066R Bucket/Trimax roller 1. £39,172.22 2. £42,850 3.4. Unable to quote
 John Deere Tractor 4049R Bucket/Trimax roller 1. £35,925.31 2. £39,250 3.4. Unable to quote

Cllr M Walsh proposed to approve quotation 1 when suitable storage facilities are in place, the John Deere tractor 4049R Bucket/Major roller. Seconded by Cllr I Pearce

Resolved: to approve quotation 1. The John Deere tractor 4049R Bucket/Major roller at £35,751.92 when storage facilities are in place.

Storage for Tractor quotations

Container 1. £10,840.50 + vat 2. £9,545 + vat 3. £8,918 (chequer plate floor £850)

Cllr M Walsh proposed to approve quotation 3. £ 8,918 (chequer plate floor £850).

Seconded by Cllr J Coombs.

Resolved: to approve quotation 3. at £ 8,918 (chequer plate floor £850) in principle subject to planning permission being granted.

Staff Matters

1. Maintenance Team

The Clerk confirmed that two permanent Maintenance Team operatives and one Summer Operative will commence employment with effect from the 1st April 2019.

2. Mentoring a Clerk

The Clerk has received a request to mentor a Clerk in another parish.

Cllr M Walsh proposed to approve the request. Seconded by Cllr A Ball

All present agreed

21. 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 28th May 2019 at 7.00pm at The Princes Centre, Clifford Road, Princes Risborough.

The Annual Town Meeting will be held on Tuesday 23rd April 2019 at 7.30pm at the Risborough Community Centre Stratton Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 8.55 pm