



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF A MEETING OF THE TOWN COMMITTEE HELD ON TUESDAY 14TH JANUARY 2020 AT 7.00PM IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH.

PRESENT

Chairman -Cllr J Coombs

Cllrs M Walsh, A Turner, T Murali, L Byrne, I Pearce, D Knights, N Davis and A Ball

In attendance

Deputy Clerk- Kirsty Pope

Clerk to the Town Council – Susanne Griffiths

Administration Officer- Jayne Mylchreest

Maintenance Team Leader – Robert Powell

2 members of the Public

1. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllr Roberts who had a family commitment and Cllr G Hall who was on holiday

RESOLVED: To receive and note the apologies from Cllrs Roberts and Hall

2. MINUTES RESOLVED: To agree the minutes of the Town Committee meeting held on the 3RD December 2019 be signed as a true record.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

None were declared.

4. PUBLIC FORUM

No members of the public wished to speak

5. REPORT FROM ROBERT POWELL MAINTENANCE TEAM LEADER

A report was presented by Robert Powell (Appendix 1)

6. RESPONSES TO CORRESPONDENCE RECEIVED AT THE TOWN COMMITTEE

A complaint has been received regarding dog's mess in St Dunstan's Park

A resident has complained about dog mess being left in the park on a daily basis. They request cctv and more warning notices

All present agreed to reply that the comments had been noted and the Town Council will continue to investigate options as this problem is an issue in all the parks. **JM**

7. TOWN MATTERS INCLUDING RISK ASSESSMENT REPORT

No high priority areas highlighted on the Town Risk Assessment Report

A quotation has been received to repair the Hayter Harrier Lawn Mower at £341

All present agreed not to approve the quotation and to replace the mower. The office is requested to ensure that the mower is recycled or disposed of responsibly. **KP**

Outlet pipe from a trench at Wades Park

The Town Council is unhappy with the way in which the outlet pipe has been left. The Clerk is requested to contact the Contracts manager responsible. **SG**

8. A REPORT FROM THE LIGHTING WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT

An email has been received from the Long Meadow Residents Association regarding temporary lighting

A request has been received to install temporary lighting until the installation of the replacement street light
All present agreed to reply that the Town Council share their frustration and would obviously prefer a swift resolution but cannot influence the lead time of the residents required specification replacement column. It is not possible to provide a temporary solution as there are not any funds available in the budget. **JM**

An email has been received regarding the installation of a new LED lantern

A resident has complained that the light is too bright and requires a side and back shield

All present agreed to reply that the Councillors will make a site visit to assess the situation. **JM/ All CLLRS**

9. A REPORT FROM THE STRATTON MEMORIAL GARDEN WORKING GROUP, INCLUDING RISK ASSESSMENT

Nothing to report.

Cllr L Byrne gave an update on the Community Garden and wild flower meadow

Cllr L Byrne proposed to purchase the plants for the garden and the meadow

Seconded by Cllr M Walsh

Resolved: To purchase the plants for the Community Garden and wildflower meadow

TM/AT/AB/MW/LB

10. A REPORT FROM THE PARKS WORKING GROUP, INCLUDING RISK ASSESSMENT REPORT, AND DECISION ON ACTIONS TO BE TAKEN.

Wades Park

There were no priority items in the Risk Assessment Report.

It was reported that the willow trees require attention

KP

St Dunstan's Park

There were no priority items in the Risk Assessment Report.

Cllr A Turner reported that the stream requires attention

RP

Earle Mitchell Park

There were no priority items in the Risk Assessment Report.

King George V Park

There were no priority items in the Risk Assessment Report.

Crescent Park.

There were no priority items in the Risk Assessment Report.

11.PAYMENT OF INVOICES

A request from the contractor to pay the invoice for the 5% retention for the LED replacement programme has been received at £ 5,675.75.

Cllr M Walsh proposed to refer this agenda item to the full Town Council in accordance with the financial regulations.

Seconded by Cllr A Ball

Resolved: To refer this agenda item to the full Town Council in accordance with the financial regulations. JM

12. FUTURE AGENDA ITEMS

To be advised

13. 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 preferred supplier for a replacement see saw and water fountain. Seconded by Cllr J Coombs. **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 discuss and decide on the preferred supplier for a replacement see saw and water fountain.

Replacement seesaw

The Clerk presented 3 quotations

- 1. £747.00+vat
- 2. Unable to quote
- 3. Unable to quote

Cllr N Davis proposed to approve quotation 1. at £747.00+vat

Seconded by Cllr D Knights

Resolved: To approve quotation 1. at £747.20+vat

KP

Water Fountain

The Clerk presented 3 quotations

- 1. £2,011.00 +vat
- 2. £2,659.95 +vat
- 3. £4,195.00 +vat

Cllr T Murali proposed to approve quotation 3 at £ 4,195.00+vat

Seconded by Cllr N Davis

Resolved: To approve quotation 3 at £ 4,195.00+vat

KP

14. DATE OF NEXT MEETING

The date of the next meeting of the Committee is to be on February 4th February 2020 at 7pm and will be held at the Princes Centre, Clifford Road, Princes Risborough.

There being no further business the meeting closed at 8.50 pm

Chairman.....

Date

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Appendix1

Maintenance Report Tuesday 14th January 2020

Works carried out by the Maintenance team in the past month.

Cutting back of planting and tidying of borders at the Stratton Memorial Garden.

Cutting back of hedge in St Dunstan's park

Cutting of grass at SMG

Graffiti removal

Removal of fallen branches in parks

Reinstallation of bin in St Dunstan's

Leaf clearance in and around bus shelters

Hedge cutting in SMG

Ditch clearing at St Dunstan's

Helping with the Farmers Market set up and dismantle

Tidy around library

Blow and remove leaves from park paths