



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 28<sup>TH</sup> JANUARY 2020 AT THE PRINCES CENTRE,  
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

**PRESENT**

Cllr M Walsh – Chairman  
Cllrs, A Ball, J Coombs, A Turner, I Pearce, D Knights, T Murali, L Byrne, J Roberts, and N Davis  
Susanne Griffiths – Town Clerk  
Jayne Mylchreest - Administration Officer  
1 member of the public

**THE TOWN COUNCIL PRAYER**

**A MINUTES SILENCE IN RESPECT OF THE LATE CLLR EUNICE CLIFFORD**

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

The Town Clerk reported that apologies had been received from Bucks County Cllr B Bendyshe-Brown and Cllr I McLauchlan who had work commitments.

**RESOLVED:** To receive and note the following apologies from BCC Bendyshe-Brown and Cllr I McLauchlan

**2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 14<sup>TH</sup> January 2020**

**RESOLVED:** To agree and sign as a correct record the minutes of the Town Council meeting on the 14<sup>th</sup> January 2020

**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. Cllr J Roberts declared an interest in agenda item 10.

Cllrs A Ball, J Coombs, A Turner, I Pearce, D Knights, T Murali, L Byrne, J Roberts, and N Davis declared that dispensations had been granted to enable the members to participate in the transaction of business for agenda item 11.

**4. PUBLIC FORUM**

The member of public did not wish to speak.

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

Sgt James Benfield was unable to attend.

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

Cllr Bendyshe-Brown was unable to attend but sent the attached report (Appendix 1)

**A REPORT FROM WYCOMBE DISTRICT CLLR (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH**

Cllr A Turner updated the members that as the council was in a transitionary period there was nothing to report at present

**7.a) TO RECEIVE AND NOTE MINUTES FROM COMMITTEES HELD**

Planning Committee 3<sup>rd</sup> December 2019 and 14<sup>th</sup> January 2020 (draft)

Town Committee 3<sup>rd</sup> December 2019(draft)

Finance Committee 18<sup>th</sup> November 2019 and 16<sup>th</sup> December 2019 (draft)

Admin/HR Committee 5<sup>th</sup> December 2019 and 28<sup>th</sup> October 2019 (draft)

Economic Regeneration Committee 15<sup>th</sup> October 2019 and 13<sup>th</sup> January 2020 (draft)

Commercial Services Committee 17<sup>th</sup> December 2019 (draft)

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

**8. CORRESPONDENCE RECEIVED**

An email has been received from Wycombe District Council regarding a Draft Air Quality Supplementary Planning Document consultation

A public consultation will run from the 6<sup>th</sup> January to 3<sup>rd</sup> February 2020 on a Draft Air Quality Supplementary Planning Document

This Supplementary Planning Document (SPD) provides detailed guidance to assist applicants with proposals that may affect air quality within the Council's declared Air Quality Management Areas and associated towns.

Responses can be made: -

- Via the website using our online response form at [www.wycombe.gov.uk/consultations](http://www.wycombe.gov.uk/consultations)
- By email to [planning.consultation@wycombe.gov.uk](mailto:planning.consultation@wycombe.gov.uk)
- By post to Rosie Brake, Planning Policy Team, Wycombe District Council, Queen Victoria Road, High Wycombe HP11 1BB

**Comments noted.**

## 9. PAYMENTS FOR APPROVAL

A quotation has been received to replace 5 x street light columns to enable LED lanterns to be fitted at £ 5,325.00+vat

Cllr J Coombs proposed to approve the quotation

Seconded by Cllr D Knights

**Resolved:** To approve the quotation at £ 5,325.00+vat

**JM**

A quotation has been received for Streetlighting Management software at £ 900.00+vat

**All present agreed** to defer this item to the next meeting

A quotation has been received to remove a damaged column No 292 and replace at £ 1,600.00+vat

Cllr J Coombs proposed to approve the quotation

Seconded by Cllr I Pearce

**Resolved:** to approve the quotation at £ 1,600.00+vat

**JM**

A request has been received to pay the final 5% retention LED replacement programme invoice at £5,675.75

Cllr J Coombs proposed to approve a payment at £4,625.75

Seconded by Cllr I Pearce

**Resolved:** To approve a payment of £ 4,625.75 + vat

**JM**

Cllr J Roberts declared an interest in the next agenda item and took no part in the discussion or vote.

## 10. COUNCILLOR VACANCY

Three candidates applied to fill the vacancy for a Councillor. The Councilors' 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 C to fill the vacancy for a Councillor

Seconded by Cllr D Knights

**Resolved:** That the council co-opt candidate no C to fill the vacancy for a Councillor

**SG**

## 11. PRECEPT FOR THE FINANCIAL YEAR 2020/2021

Draft budget and precept papers for 2020/21 had been circulated to the members prior to the meeting. The Chairman of the Finance Committee Cllr A Turner explained that a precept increase of 1% was being sought for 2020/21 and proposed that the Council approve the Finance Committee recommendation for the budget and a request for a precept of £ 388,995.00

Cllr D Knights seconded the proposal. A vote was taken and **all present agreed.**

**RESOLVED:** To approve the budget (Appendix 2) and request a precept of £ 388,995.

**SG**

## 12. 39 HIGH ST

Cllr M Walsh updated the members regarding the Planning Application for the Change of Use

## 13. PLACE -BASED DEVOLUTION PILOTS

An invitation to become a place-based devolution pilot has been received from the Buckinghamshire Council Shadow Authority

All requests will be considered in line with the devolution offer and will include; Green space maintenance, play areas, parks, markets and community events

Cllr M Walsh proposed to.

Seconded by Cllr N Davis

**Resolved:** To submit an expression of interest in the place-based devolution pilot scheme

**SG**

## 14. CITIZENS AWARDS

Cllr J Coombs proposed to approve the recommendation from the Events Committee for the categories for the Citizen's Awards to be the same as last year.

Seconded by Cllr N Davis

**Resolved: To approve the recommendation from the Events Committee for the categories for the Citizen's Awards to be the same as last year.**

## **15. GRANT APPLICATIONS**

### FIFAR

An application has been received for £250 to invite guest speakers into local schools regarding specific problems  
Cllr A Turner proposed to approve the recommendation from the Finance Committee to award £250 to FIFAR

Seconded by Cllr A Ball

**Resolved: To award £250 to FIFAR**

**JM**

### Lighthouse

An application has been received for £250 towards the purchase of sensory items

Cllr A Turner proposed to approve the recommendation from the Finance Committee to award £250 to the Lighthouse

Seconded by Cllr I Pearce

**Resolved: To award £250 to Lighthouse**

**JM**

## **16. EQUIPMENT LOAN AGREEMENT POLICY**

Cllr J Coombs proposed to accept a recommendation from the Admin & HR Committee to approve the revised Equipment Loan Policy.

Seconded by Cllr A Ball

**Resolved: To approve the revised Equipment Loan Agreement Policy.**

**JM**

## **17. INTERNAL AUDITOR**

Cllr A Turner proposed to appoint Ernest Newhouse as the internal Auditor for the year 2019/2020

Seconded by Cllr J Roberts

**Resolved: To appoint Ernest Newhouse as the internal Auditor for the year 2019/2020**

**SG**

## **18. CALL RECORDING POLICY**

Cllr M Walsh proposed to accept a recommendation from the Admin & HR Committee to approve the revised Call Recording Policy.

Seconded by Cllr D Knights

**Resolved: To approve the revised Call Recording Policy.**

**SG**

## **19. REPLACEMENT TRUSTEE FOR THE MONKS RISBOROUGH PAROCHIAL CHARITIES**

**All present agreed** to nominate the Rev. David Williams of St Mary's Church as the replacement trustee for the Monks Risborough Parochial Charities.

**AT**

## **20. MAINTENANCE TEAM OPERATIVE APPRENTICESHIP**

Cllr A Ball proposed to offer an apprenticeship and to advertise for candidates with a closing date of **31<sup>st</sup> March 2020**

Seconded by Cllr L Byrne

**Resolved: To offer an apprenticeship and to advertise for candidates with a closing date of 31<sup>st</sup> March 2020**

**SG**

## **21. MARKING THE DEATH OF A SENIOR NATIONAL FIGURE PROCEDURE**

**All present agreed** to defer this item to the next meeting

**JM**

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

To discuss and decide on how to encourage candidates to stand for election in May

To discuss and decide on a quotation for Streetlighting Management software

To discuss and decide on the Marking the Death of A Senior National Figure Procedure

## **23. 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 STAFF MATTERS AND QUOTATIONS FOR WORKS AT 39 HIGH ST**

Cllr M Walsh 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.**

Staff Matters

a) Appointment of a Maintenance Team Operative

**All present agreed** to appoint two full time operatives with effect from the 1<sup>st</sup> March 2020 and one summer operative with effect from the 1st April on a 6-month contract. **SG**

b) Clerks report on staff matters

The Clerk gave an update on staff matters including the resignation of a member of staff who was relocating to a different area of the country.

**All present agreed** for the office to advertise for a new Events and Communications Assistant at an hourly rate of £10 per hour. The closing date for applications was 13<sup>th</sup> February 2020 and interview will be held during the week commencing 17<sup>th</sup> February 2020. **KP**

Quotations for works at 39 High St

**All present agreed** to defer this item as quotations were not available.

Quotations for Office refurbishment

The Clerk presented 3 quotations for carpet for the extended office: -

1. £826.97 + vat
2. £484.00 + vat
3. £1,210.00 + vat

Cllr M Walsh proposed to approve quotation no 1

Seconded by Cllr J Coombs

**Resolved:** to approve quotation no 1 at £ 826.97 + vat

**KP**

**24. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 25<sup>th</sup> February 2020 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough

There being no further business to discuss the Meeting closed at 8.50 pm.

## Appendix 1

1. Parking Phase 2. After long delays BCC has now finally implemented the results of the Phase 2 consultation. There have been a few hiccups in its implementation all of which have been addressed and being changed. In general, there has been very positive feedback. There have been a few instances of residents complaining of lack of consultation but we have been able to demonstrate that consultation letters had been sent out but obviously not read.

2. HS2 road upgrades. In general, these have now been completed but there is still some delay of implementation of VASs on Aylesbury/Wycombe/Longwick roads. These are in progress.

3. I have received notification of the planned resurfacing programme for next financial year. These are in alignment with the meeting with TfB together with Cllrs Walsh and Hall. However, a proposal to include Poppy Road in the strategic plan.

4. Picts Lane. This is a perennial problem; resurfacing has been promised and pavement repairs on a monthly basis. It is so frustrating. This will continue to be chased.

5. TfB Flood Responses. Tf B have, understandably been concentrating on fixing the flooding issues around our area. This has also resulted in a significant increase in potholes which are being recorded.

6. Pavements. The pavements are deteriorating quite badly and are being recorded with TfB. However, there is only a very limited £1.5m budget across the County but every effort is being made to get more spent in our area.

7. Summerleys Road. An extra £4m has been allocated by BCC towards plane and patching programme. Based on the number of road failings we have received from Summerleys road from Summerleys Farm towards the B4009 it has been agreed to include this in our immediate programme.

## Appendix 2

	Budget	Actual	Proposed	Actual Year to	ESTIMATE	Total Estimated	Proposed
SUMMARY			Budget	End of	to 31.03.20	Expenditure	Budget
	2018/2019	2018/2019	2019/2020	November		to 31/03/20	2020/2021
Admin & Human Resources	117727	119224	123585	84355	38588	122943	131350
Civic & Democratic Services	3950	3853	5375	3027	2465	5492	15300
Town	236126	237201	218842	161534	71270	232804	227958
Commercial Services	2020	5477	55391	31308	31412	62720	59643
Economic Regeneration (WDC Funded)	0	0	68635	7176	61459	68635	82750
Market	3060	2601	7300	1710	887	2597	3750
Events & Public Relations	40381	49935	44124	36596	14686	51282	53350
Grants & Subs	10530	9774	11530	9216	500	9716	14180
<b>Sub Total</b>	<b>413794</b>	<b>428065</b>	<b>534782</b>	<b>334922</b>	<b>221267</b>	<b>556189</b>	<b>588281</b>
<b>Capital Projects</b>							
Extension & refurb Community Centre				1200	31500	32700	677776
Market House Refurbishment	6732	2360	0	0	0	0	0
Legal/Planning Costs	2000	189	2500	2050	450	2500	2500
Local Plan	1000	458	1000	107	150	257	0
Footpaths		0	0	0	0	0	1710
Trees							10000
Town regeneration	10000	0	15000	5346	810	6156	0
Town Heritage Trail							9749
Resurfacing Basketball court							20000
New Road Parking							5000
New Mower/Equipment	0		40000	46481	0	46481	12866
LAF Funding Bike Pump		-260	0	0	0	0	0

S106 Open spaces		1289		0		0	0
S106 Environmental		21350		1868		1868	10000
Community Garden					2466	2466	0
LED Lighting	150000	64084	0	0	0	0	0
Office Furniture	1000	0	0	0	0	0	0
Storage Facility/rest facilities - MT	5000	0	0	0	0	0	3500
RCC Boiler							11000
<b>Sub Total</b>	<b>175732</b>	<b>89470</b>	<b>58500</b>	<b>57052</b>	<b>35376</b>	<b>92428</b>	<b>764101</b>
<b>CIL Projects</b>							
Water Fountain Wades					4000	4000	
Bledlow Recycling Centre					1000	1000	
SMG Phase 2					7685	7685	
Investment Property				14941	18000	0	
School Grants					5000	5000	
Additional Road modelling Askett, Mill Lane							5000
<b>Sub Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14941</b>	<b>35685</b>	<b>17685</b>	<b>5000</b>
Earmarked Reserve (WDC funding)							50000
Earmarked reserves (CIL)							59550
Earmarked Reserve (Election Expenses)	10000	0	10000	0	0	0	0
Earmarked Reserve (Market House)	6800	2835	0	0	0	0	0
Earmarked Reserve (Training admin)	2500	21	2500	1470	1030	2500	0
Earmarked Reserve (Events)	3389	0	1300	0	1300	1300	0
Earmarked Reserve (LED)	74156	0	79366	49408	29958	79366	0
Earmarked Reserve (Legal/planning costs)	1640		1640	1544	95	1639	0
Earmarked Reserve (Office Extension)	5000		6000	1004	4957	5961	0
Earmarked Reserve (Community Centre)	0		100000		0	0	
Earmarked Reserve (Community Centre transfer)	0		8038	4023	3875	7898	0
Earmarked Reserve (Maintenance Personnel Costs)	0		8400	1223	7177	8400	0
Earmarked Reserve (Town Regen)	0		8486	93	8393	8486	
Earmarked Reserve (Play Areas)	0		1546		1546	1546	
Earmarked Reserve (Chairman's Allowance)	0		180	17	163	180	
Earmarked Reserve (projector)	800	747	0	0	0	0	
Earmarked Reserve (MT rest facility)	10000		8724	4809	3915	8724	
<b>Sub Total</b>	<b>114285</b>	<b>3603</b>	<b>236180</b>	<b>63591</b>	<b>62409</b>	<b>126000</b>	<b>109550</b>
<b>Total</b>	<b>703811</b>	<b>521138</b>	<b>829462</b>	<b>470506</b>	<b>354737</b>	<b>792302</b>	<b>1466932</b>