



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 30th JUNE 2020 BY VIDEO LINK VIA ZOOM
AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs, A Ball, J Coombs, A Turner, D Knights, T Murali, L Byrne, G Hall, S Baxter, and N Davis
Susanne Barter–Clerk to the Town Council
Jayne Mylchreest – Administration Officer
2 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 I Pearce who had a previous commitment and I Mclauchlan who had a work commitment.

Resolved: To receive and note the following apologies from Councillors Pearce and Mclauchlan.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 26TH MAY 2020

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 26th May 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 G Hall declared an interest in Agenda item No 10 as he is a member of the Buckinghamshire Council Central Planning Committee.

4. PUBLIC FORUM- No questions were raised by members of the public.

5. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police (TVP) were unable to attend but sent the following report: -

Personnel wise, PS Benfield has now left and PS Nathan Davey is starting with us next week. Inspector Bobbett has replaced Inspector Wall.

On the whole crime and anti-social behaviour has reduced across Princes Risborough since the introduction of lock down measures in March.

There were 4 house burglaries around Manor Park Avenue area at the beginning of June which culminated in a male being arrested. The investigation is ongoing and the male (who isn't local) has been given bail conditions to stay away from the Princes Risborough area.

The investigation into the male that was responsible for a spate of thefts from cars at the end of April is ongoing and there have been no further reports of similar offences.

TVP are aware of the planned BLM event in the town on 11th July 2020. The situation is being monitored and a proportionate policing response will be put together.

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

Cllr B Bendyshe-Brown has advised that he has nothing to report.

7. TO RECEIVE AND NOTE PAYMENTS FOR MAY 2020

Payments for May 2020 were noted.

8. COVID-19

a) A Report on The Council's Activities During Lockdown

Cllr M Walsh reported that the Risborough Basket fruit and veg led by Cllr A Turner will cease on Friday the 3rd July 2020 but has been a success. The Risborough Basket will continue with the High St retailers.

Re-opening of the playgrounds

The playgrounds are allowed to re-open from the 4th July 2020. Arrangements are being made for a risk inspection to be carried out prior to the reopening and signs will be installed around the play areas reminding the public of the guidelines.

KP

b) Thursday Street Market Working Group report

Cllr A Turner reported that a small trial market was held last week with those traders on a contract given the option to attend. The intention being to test whether covid-19 guidelines could be complied with before the re-introduction of a full market.

There were six traders in attendance and they were allocated pitches in the top half of the High Street where the pavement is widest. No wares or other items were allowed on the pavement. Five of the traders were very understanding of their responsibilities and co-operated fully. Unfortunately, the sixth trader did not co-operate.

Cllr A Turner proposed that as a result of the unacceptable behaviour and lack of compliance with social distancing guidelines that the office issue a formal warning notice to this trader. Seconded by Cllr J Coombs. **All present agreed. SB**
Cllr A Turner further proposed to use the same format for a second week of the trial and then review whether we can re-introduce a full market thereafter. To assist in the difficult trading conditions there is no intention to charge for the two trial markets, but charges would be levied if we decide to re-open the full market of course. **All present agreed. JM**

c) Additional Citizens Award in recognition of volunteers during Covid-19 crisis

Cllr D Knights proposed that additional Citizens Awards be awarded to recognise the efforts of volunteers during the Covid-19 crisis.

Seconded by Cllr M Walsh.

All present agreed to establish an Additional Citizens Award Working group consisting of Cllrs K Knights, S Baxter, N Davis and M Walsh. **DK/SB/ND/MW/CH**

Re-opening the Community Centre

d) Cllr M Walsh proposed to establish a Working Group to investigate how to safely re-open the Community Centre.

Seconded by Cllr A Ball.

All present agreed for the existing Community Centre Working Group to investigate how to safely reopen the Community Centre and report back to the next Town Council meeting on the 28th July 2020. **MW/JC/AB/CH**

9. CORRESPONDENCE

An email has been received from the Chinnor and Princes Risborough Railway Association Ltd (CPRRA) regarding a Transfer of Statutory Responsibility for Railway Tack at Princes Risborough

The CPRRA is applying to the Secretary of State for an Order to transfer the statutory rights and responsibilities for some of the track at Princes Risborough Station from Network rail to CPRRA for the purposes of heritage railway undertaking.

Noted.

An email has been received regarding a side shield for a street light

A resident has requested that a side shield is fitted to a street light to reflect the light away from his property.

Cllr L Byrne proposed to approve the request.

Seconded by Cllr T Murali.

Resolved: That a side shield is fitted to the street light.

JM

Requests for a pitch at the Thursday Market

Four separate requests have been received for a pitch at the Thursday Market including pet products, food and cheese products and handmade microgreens decorations.

Cllr D Knights proposed not to approve the pet food traders request as there is already an existing stall.

Seconded by Cllr A Turner

Resolved: Not to approve the pet food traders request for a pitch.

JM

Cllr M Walsh proposed to ask for more information from a food stall trader in order to make an informed decision.

All present agreed.

JM

Cllr L Byrne proposed not to approve the microgreens traders request.

Seconded by Cllr A Turner

Resolved: Not to approve the microgreens traders request.

JM

Cllr A Turner proposed to approve the cheese toasties traders request.

Seconded by Cllr D Knights.

Resolved: To approve the cheese toasties traders request for a pitch

JM

An email has been received regarding the Thursday market

A resident has concerns regarding the Thursday Market.

Cllr M Walsh proposed to reply that the market is set to return after successful Covid safe trials. Alternative locations were considered and investigated. The market continues to improve as the Town Council believes in delivering a quality market.

All present agreed.

JM

An email has been received regarding a social media post

The Town Council is requested to make comment on the social media posts and is being asked if the Town Council is doing anything to support an anti-racism movement in the library.

Cllr M Walsh proposed for the Buckinghamshire Councillors (BC) for the Risboroughs to respond as the library falls under the remit of BC.

Seconded by Cllr A Ball

All present agreed

SB

Objections have been received from residents who have seen posts on social media that a Black Lives Matter (BLM) rally is to take place in Wades Park

Residents have expressed their concerns and object to a proposed BLM rally being held in Wades Park.

The Clerk confirmed that the Town Council has not to date, received a request for permission to use Wades Park on the 11th July 2020.

Cllr A Turner proposed to reply that permission has not been requested. If a request was received the Town Council would not be able to grant permission in the present circumstances as it could not support a gathering of more than 30 people in line with the government's guidelines, but would be happy to work with the BLM movement in the future to help organize an event, when it is safe to do so, for educational purposes.

Seconded by Cllr M Walsh

Resolved: To reply that permission has not been requested. If a request was received the Town Council would not be able to grant permission in the present circumstances as it could not support a gathering of more than 30 people in line with the government's guidelines, but would be happy to work with the organisers in the future to help organise an event, when it is safe to do so, for educational purposes.

Cllr D Knights wished it to be recorded that he voted against the proposal.

JM

A request has been received to use Duke Street gardens

A business owner requests permission to use Duke St gardens for their clients.

Cllr M Walsh proposed to approve the request.

Seconded by Cllr G Hall.

The motion was not carried and the request was refused.

It was agreed to request that the owner provides a detailed proposal for protecting the gardens, clients and public and any equipment that is to be used at which times and how many clients that will be catered for.

JM

An email has been received from the North West Chiltern Community Board

The first formal Community Board meeting will be held virtually on the 9th July 2020 and the Town Council is requested to agree priorities for consideration for funding from the Communities Board.

Cllr M Walsh proposed to submit a bid for the expansion of the Risborough Basket to support the High St retailers and be prepared for a second spike of Covid-19 and a further lockdown, if it should happen.

Seconded by Cllr N Davis

Resolved: To submit a bid for the expansion of the Risborough Basket to support the High St retailers and be prepared for a second spike of Covid-19 and a further lockdown, if it should happen.

10. PLANNING

a) To consider new planning applications

20/06309/TPO

Address: 16 St Teresas Close Princes Risborough Buckinghamshire HP27 0JH

Proposal: Reducing the height and spread of the trees by up to 3 metres, trunk epicormic to be removed, to support a management/maintenance plan for the trees to ensure they can stay viable at their location x 4 Horse Chestnuts (T1, T2, T3, T4) The most northerly tree has an extensive amount of Deadwood which needs to be removed.

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

20/06331/FUL

Address: Lane End Westfields Whiteleaf Buckinghamshire HP27

Proposal: Erection of 1 x replacement 3-bed dwelling with detached garage, retaining wall and dropped kerb to front
The Princes Risborough Town Council has no comment

20/06389/FUL

Address: Wedgehurst Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LX

Proposal: Householder application for construction of two storey side extension following demolition of existing detached garages, removal of rear veranda and front porch and associated external alterations

The Princes Risborough Town Council has no comment.

20/06446/FUL

Address: 47 Westmead Princes Risborough Buckinghamshire HP27 9HP

Proposal: Householder application for construction of single storey rear extension following demolition of existing conservatory

The Princes Risborough Town Council has no comment.

20/06534/FUL

Address: Cherry Cottage Crowbrook Road Monks Risborough Buckinghamshire HP27 9LP

Proposal: Householder application for construction of additional room in roof space, new front facing dormer and side facing high level roof light

The Princes Risborough Town Council has no comment.

20/06539/FUL

Address: 6 Chestnut Road Princes Risborough Buckinghamshire HP27 0BN

Proposal: Householder application for construction of canopy roof over bay window and door to front elevation

The Princes Risborough Town Council has no comment.

20/06224/FUL

Address: Meadow Rise Peters Lane Monks Risborough Buckinghamshire HP27 0LQ

Proposal: Householder application for construction of single storey side extension and single storey side and rear extension to detached garage

All present agreed for the office to request an extension to allow the Councillors to make an informed decision.**JM**

20/06416/FUL

Address: 55 Wycombe Road Princes Risborough Buckinghamshire HP27 0EY

Proposal: Householder application for construction of two storey double detached garage

All present agreed for the office to request an extension to allow the Councillors to make an informed decision.**JM**

b) To note planning application decisions

19/07901/FUL

Address: Beechcroft Upper Icknield Way Whiteleaf Buckinghamshire HP27 0LX

Proposal: Demolition of existing dwelling and associated buildings, and erection of 2 detached dwellings, single outbuilding and additional access

Application Withdrawn

20/05718/FUL

Address: 14 Place Farm Way Monks Risborough Buckinghamshire HP27 9JH

Proposal: Householder application for single storey front, part 2-storey/part single storey rear extensions, garage conversion, fenestration and external alterations

Decision: Application Permitted

20/05725/VCDN

Address: Bell House Crowbrook Road Askett Buckinghamshire HP27 9LS

Proposal: Variation of condition 3 (Private Use of Stables) attached to PP 02/05279/FUL (Erection of stable block to replace existing stables)

Decision: Application Permitted

20/05865/TPO

Address: 20 St Teresas Close Princes Risborough Buckinghamshire HP27 0JH

Proposal Reduction of overhang and impact on garden below by removing to source, limbs numbered 1 & 3 (see photo) and reduce limb number 2 by removing up to 2 metres lateral growth (see photo) x 1 Horse Chestnut

Decision: Split decision TPO Application

20/05777/FUL

Address: 13 Clifford Road Princes Risborough Buckinghamshire HP27 0DU

Proposal Householder application for demolition of existing conservatory, construction of single storey rear extension, partial garage conversion and rendering to property

Decision: Application Permitted

20/05978/FUL

Address: 17 Bell Lane Princes Risborough Buckinghamshire HP27 0DD

Proposal Householder application for construction of single storey front, side and rear extension

Decision: Application Permitted

c) To receive notice of Planning Appeals

None

d) To receive notice of Appeal decisions

None

e) To receive notice of Public Inquiries

None

11. FINANCIAL MATTERS

a) The Town Council approved the payments in June 2020 and notes Items of Income in May 2020

b) 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 significant criticism to make.

c) The Town Council considered and **agreed** a review of the Effectiveness of the Internal Audit

d) The Town Council acknowledged the updated Asset Register for 2020

e) Cllr M Walsh proposed to vire £5000 CIL funds from the Askett Road re- modelling budget to the Christmas Light budget.

Seconded by Cllr N Davis.

All present agreed.

SB

12. AUDIT 2019/2020

a) Annual Governance Statement

The Town Council **RESOLVED** to agree the Annual Governance Statement 2019/2020. (Section 1 of the Annual Governance Accountability Return (AGAR)

b) Annual Governance Statement

The Town Council **agreed** that the Annual Governance Statement 2019/2020 be signed by the Chairman and Clerk

c) Accounting Statements

The members considered the Accounting Statements.

The Town Council **RESOLVED** to agree the Accounting Statements 2019/2020. (Section 2 of the AGAR)

d) Accounting Statements

The Town Council **agreed** that the Accounting Statements 2019/2020 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO)

e) Public Inspection Period for the 2019/2020 Accounts

The Town Council **RESOLVED** to adopt the public inspection for the 2019/2020 accounts of 13th July 2020 to 21st August 2020

SB

13. COMMITTEE BUDGETS

The members received a detailed income and expenditure budget update.

Resolved: That spending in respect of the 2020/21 be noted.

14. MARKING THE DEATH OF A SENIOR NATIONAL FIGURE PROCEDURE

Cllr M Walsh proposed to adopt the Marking the Death of a Senior national Figure Procedure policy which has been circulated to the members.

Seconded by Cllr D Knights

Resolved: To adopt a Marking the Death of a Senior national Figure Procedure policy.

KP

15. MINOR GRANT APPLICATIONS

A minor grant application has been received from St Mary's Pre-school for £250 to purchase a portable hand washing station to enable the pre-school to operate safely during Coronavirus.

Cllr M Walsh proposed to approve the grant application request

Seconded by Cllr T Murali

Resolved: To approve the grant application to St Mary's Church for £ 250 to purchase a portable hand washing station.

JM

A minor grant application has been received from the Neighbourhood Action Group (NAG) for £182.98 to a handheld Speed gun and protective covering.

Cllr N Davis proposed to approve the application request.

Seconded by Cllr T Murali.

Cllr A Ball wished for it to be recorded that he voted against the proposal.

Resolved: To approve the grant application to the NAG for £ 250 to purchase a handheld Speed gun and protective covering.

JM

16. REMEMBRANCE DAY PARADE

Cllr A Turner proposed that the Town Council take over the organisation of the Remembrance Day Parade and that a Working Group be established consisting of Councillors A Turner, D Knights, J Coombs and S Baxter.

Seconded by Cllr M Walsh

Resolved: That the Town Council take over the organisation of the Remembrance Day Parade and that a Working Group be established consisting of Councillors A Turner, D Knights, J Coombs and S Baxter.

AT/DK/JC/SB/CH

17. CHRISTMAS LIGHTING

Cllr M Walsh proposed to provide additional Christmas lighting in New Road.

Seconded by Cllr D Knights

Resolved: To provide additional Christmas lighting in New Road.

KP

18. COUNCILLOR VACANCY

Further to minute 14. (page7/20) Wycombe District Council has advised that no residents requested a by election and therefore the Town Council may consider co-opting a Councillor to fill the vacancy for a Councillor.

Cllr M Walsh proposed that the Town Council should now proceed in filling the casual vacancy by co-option and to advertise the vacancy until the 11th September 2020. Seconded by Cllr J Coombs.

Anyone interested will be invited to attend a meeting on the 18th September 2020 for an informal interview.

All present agreed the wording for the advertisement. The vacancy is to be advertised on the notice board, website, Facebook, Twitter and Crosstalk.

Resolved: The Town Council should proceed in filling the casual vacancy by co-option, advertising the vacancy until the 11th September 2020 and interviewing potential candidates on an evening during the week commencing 21st September 2020.

SB

19. DISPOSAL OF AN ASSET

Cllr M Walsh proposed to dispose of the Zero Turn mower for £ 4,250 + vat and remove this item from the assets register.

Seconded by Cllr A Ball

Resolved: To dispose of the Zero Turn mower for £ 4,250 + vat and remove this item from the assets register.

KP/JM

20. AGENDA ITEMS FOR NEXT MEETING

To receive a report from the Community Centre Working Group and decide on any actions to be taken.

To discuss and decide on recipients for additional Covid-19 Citizens awards.

To discuss and decide on utility tenders for the Community Centre.

21. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DISCUSS AND DECIDE ON RECIPIENTS FOR A COVID-19 AWARD , STAFF MATTERS, TO RECEIVE AN UPDATE ON LEGAL MATTERS REGARDING 39 HIGH ST AND TO DISCUSS THE PROPOSED MANAGEMENT PLAN WHICH FORMS PART OF AN OPEN SPACES CONTRACT.

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 N Davis.

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.

Recipients for A Covid-19 Citizens Award

All present agreed to defer this item to the next Town Council meeting on the 28th July 2020.

Staff Matters

Concerns have been raised by staff members regarding the SMG Wildflower garden.

Cllr M Walsh proposed to delegate any decisions to be made to the Clerk.

Seconded by Cllr A Ball

Resolved: To delegate any decisions to be made to the Clerk.

SB

Risborough Basket delivery driver role

Cllr M Walsh proposed to advertise for a delivery driver for the Risborough Basket at £9.62 per hour on a temporary zero hours contract.

Seconded by Cllr N Davis

Resolved: To advertise for a delivery driver for the Risborough Basket at £9.62 per hour on a temporary zero hours contract.

SB

SMG Gardener

Cllr M Walsh proposed to proceed with the interviews for a gardener at the Stratton Memorial Garden for up to 20 hours per week at £9.62 per hour on a zero-hours contract to be reviewed after 6 months, with a view to issuing a permanent contract.

Seconded by Cllr J Coombs.

Resolved: to proceed with the interviews for a gardener at the Stratton Memorial Garden for up to 20 hours per week at £9.62. per hour on a zero-hours contract to be reviewed after 6 months, with a view to issuing a permanent contract. **SB**

Legal Matters

Cllr M Walsh proposed to sign a contract to lease 2 car park spaces for the use of 39 High St at a cost not exceeding £600.

Seconded by Cllr D Knights.

Resolved: To sign a contract to lease 2 car park spaces for the use of 39 High St at a cost of not exceeding £600.

SB

Longwick Road development

Cllr M Walsh proposed to approve the Local Area Play Maintenance Plan for the Longwick Road development with a minor amendment.

Seconded by Cllr J Coombs.

Resolved: To approve the Local Area Play Maintenance Plan for the Longwick Road development with a minor amendment.

SB

22. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 28th July 2020 at 7.00pm by video link via Zoom.

There being no further business to discuss the Meeting closed at 9.30 pm.