



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 31st JANUARY 2023 AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr A Ball – Chair
Cllrs J Biss, C Campbell, J Coombs, S Coombs, A Cross, A Frost, S Marshall I Parkinson, J Rampin, A Shipley
Susanne Barter – Clerk to the Town Council
Jayne Mylchreest – Administration Officer
Buckinghamshire Cllr M Walsh
4 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 Cllrs Hall and Turner who had previous commitments.
Resolved: To accept apologies from Cllrs Hall and Turner.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 10th JANUARY 2023

Resolved: To agree and sign as a correct record the minutes of the Town Council meeting on the 10th January 2023

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 Cross declared an interest in Agenda item No 9 as a member of his family is a member of the Ukraine to Children's Charity.

Cllrs A Ball, J Biss, C Campbell, J Coombs, S Coombs, A Cross, A Frost, S Marshall I Parkinson and A Shipley declared that dispensations had been granted to enable the members to participate in the transaction of business for agenda item No 12.

4. PUBLIC FORUM

A member of the public addressed the members regarding a proposed assignment of a lease.
Buckinghamshire Cllr Matthew Walsh addressed the members regarding the Summer Festival.

5. A REPORT FROM THAMES VALLEY POLICE

Sgt Brixey sent his apologies that he was not able to attend but sent a report.

(See appendix 1)

All present agreed to request a personal response rather than a report on crime statistics.

JM

6. PRESENTATION FROM MARK TUBB CHAIRMAN THE RURAL COMMUNITY DEFIBRILLATOR GROUP

Chairman Mark Tubb updated the members on the current situation regarding the defibrillators in the area.

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

Cllr Walsh gave an update on:

- The poor state of the roads
- Council budgets
- Bollards on the Wycombe Road
- CCTV

8. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee [29th November 2022](#), [13th December 2022](#) (draft) and [20th December 2022](#) (draft)

Planning Committee [6th December 2022](#) (draft)

Town Committee [6th December 2022](#) (draft)

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

9. CORRESPONDENCE

Cllr Cross declared an interest and took no part in the discussion or vote.

An email has been received from a local charity regarding a peace vigil and market stall

The Ukraine to Children's Charity would like to hold a vigil at the Market Square on Friday 24th February 2023 from 6-7pm.

They also request a regular Thursday Market stall for free or at a heavily discounted rate.

All present agreed that the vigil could be held at Duke St Gardens on condition that a Risk Assessment is received by the Town Council.

Cllr Ball proposed not to approve a discount for a stall at the Thursday Market.

Seconded by Cllr Frost.

Resolved: Not to approve a discount for a stall at the Thursday Market.

JM

A request from the Whiteleaf & Cadsden Residents Association (WCRA) regarding Assets of Community Value

The WCRA requested that the Town Council registers two public houses on the Assets of Community Value register.

All present agreed for the (WCRA) to make the further submission for the public houses to be listed on the Assets of Community Value register and that the Town Council would provide a letter of support.

JM

10. TASK & FINISH GROUPS

Reports from the Quarter 1 Task & Finish Groups

a) Wades Centre Phase 2

Cllr Ball advised the members that the project would be discussed under Agenda Item No 16.

b) Neighbourhood Plan

Cllr Cross reported that the group had met with a representative of Haddenham Parish Council for information purposes and the Designation of a Neighbourhood Area is awaited from Buckinghamshire Council.

c) Stratton Memorial Garden Phase 2

Officer Jayne Mylchreest updated the members that the group had agreed on a phased approach to Phase 2 which is more manageable in view of the costs involved and a need for plots. The Maintenance Team will be engaged in some of the works to reduce costs with outside contractors sourced for other aspects.

11. FINANCE

a) Cllr S Coombs proposed to approve an invoice from Lamps and Tubes Illuminations Ltd for the electrical and structural inspection of the street light columns at £ 14,019.68 + vat.

Seconded by Cllr Marshall.

Resolved: To approve an invoice from Lamps and Tubes Illuminations Ltd for the electrical and structural inspection of the street light columns at £ 14,019.68 + vat.

JM

12. PRECEPT FOR THE FINANCIAL YEAR 2023/2024

Draft budget and precept papers for 2023/2024 had been circulated to the members prior to the meeting.

The Chairman Cllr Ball explained that a precept increase of 5% was being sought for 2023/24 and proposed that the Council approve the Finance Committee's recommendation for the budget and a request for a precept of £430,428.

Seconded by Cllr Biss.

Resolved: To approve the budget (Appendix 1) and request a precept of £430,428 for 2023/2024.

SB

13. SAFEGUARDING POLICY

Cllr Ball proposed to approve the recommendation from the Admin & HR Committee to approve a Safeguarding Policy

Seconded by Cllr Biss.

Resolved: To approve the recommendation from the Admin & HR Committee to approve a Safeguarding Policy.

JM

14. PRINCES RISBOROUGH AREA DEFIBRILLATORS

Cllr J Coombs proposed to add 5 defibrillators in the area, as requested by the Rural Community Defibrillator Group, to the Town Council Asset Register.

Seconded by Cllr Cross.

Resolved: To add 5 defibrillators in the area, as requested by the Rural Community Defibrillator Group, to the Town Council Asset Register. JM

15. SUMMER FESTIVAL 2023

Cllr Frost presented a proposal from the Events/PR committee to move the Summer Festival from the High Street to Wades Park.

A counter proposal was made by Cllr Shipley to keep the Summer Festival in the High Street for 2023.

Seconded by Cllr J Coombs.

A vote was taken and the motion carried with 7 votes for the motion and 4 abstentions.

Resolved: To keep the Summer Festival in the High Street for 2023. KP

16. 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

a) DISCUSS AND DECIDE ON THE PREFERRED CONTRACTOR FOR STREET LIGHT COLUMN PAINTING AND THE WADES CENTRE PHASE 2 PROJECT

b) STAFF MATTERS

Cllr Cross 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 Shipley.

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.

Street Light Column Painting

The Clerk presented 3 quotations

1. £ 75.00 +vat
2. £ 75.00 + vat plus £20 for ornate units
3. The 3rd company was unable to provide a quotation

Cllr Cross proposed to approve quotation No1

Seconded by Cllr Marshall.

Resolved: To approve quotation No 1 JM

Wades Centre Phase 2

The Clerk updated the members on the project.

All present agreed in principle to apply to the Public Works Loan Board to borrow £350,000 over 25 years and for an Extra Ordinary meeting to take place on Tuesday 7th February to formally approve the decision.

All present agreed to reduce the specification of the toilets to reduce the costs. SB

All present agreed to place an agenda item on the next Town Council agenda, to commit £25,000, from CIL monies received, towards the project.

Staff Matters

Cllr Marshall proposed to approve the recommendation from the Admin& H/R Committee to allocate Spinal Column Points (SCP) to the Maintenance Team positions with effect from April 2024.

Seconded by Cllr J Biss.

Resolved: To approve the recommendation from the Admin& H/R Committee to allocate Spinal Column Points to the Maintenance Team positions with effect from April 2024. SB

Cllr Marshall proposed to approve the recommendation from the Admin & H/R Committee to create an Estates Manager role which will replace the existing Maintenance Team Leader role.

Seconded by Cllr Cross.

Resolved: To approve the recommendation from the Admin & H/R Committee to create an Estates Manager role replacing the existing Maintenance Team Leader role. SB

Cllr Ball proposed to advertise the Estate Manager's position internally. He further proposed that the Interview Panel consists of Cllrs Ball, Marshall and the Clerk.

Seconded by Cllr Marshall.

Resolved: To advertise the Estate Manager's position internally. The Interview Panel to consist of Cllrs Ball, Marshall and the Clerk. AB/SM/SB

Cllr J Coombs proposed to approve the recommendation from the Admin & H/R Committee that as the Maintenance Team positions are to be linked to SCP, an additional day's leave, agreed in the pay award for 2022/2023, should be given to the Maintenance Team with effect from April 2024.

Seconded by Cllr Campbell.

Resolved: To approve the recommendation from the Admin & H/R Committee that as the Maintenance Team positions are to be linked to SCP, an additional day's leave, agreed in the pay award for 2022/2023, should be given to the Maintenance Team with effect from April 2024. SB

Legal Matters

A request has been received from a proposed assignee leaseholder

Cllr Ball proposed to reply that the Town Council's decision made at the last meeting still stands and that any further negotiations regarding the proposed lease should be made with or through the existing leaseholder.

Seconded by Cllr Cross.

Resolved: The Town Council's decision made at the last meeting still stands and that any further negotiations regarding the proposed lease should be made with or through the existing leaseholder. SB

A request has been received from a tenant regarding a lease.

Cllr Marshall proposed to request a 3-year business plan from the lease holder before the request can be considered to enable the members to make an informed decision.

Seconded by Cllr Cross.

Resolved: To request a 3-year business plan from a lease holder before the request can be considered. SB

17. FUTURE AGENDA ITEMS

To receive a report from the Estates Manager Role Interview Panel.

To appoint the Internal Auditor for 2022/2023

18. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 7th February 2023 at 6.30pm. to be held at The Princes Centre, Clifford Road, Princes Risborough. The Meeting closed at 21.04 pm.

Budget for 2023/2024									
Admin & Human Resources	135468	153005	68945	82100	151045	173494			
Civic & Democratic Services	13275	5350	1469	13292	14761	14850			
Town	192566	260725	103660	134337	237997	288994			
Commercial Services	120060	150056	54657	84304	138961	165798			
Market	-317	3750	0	1500	1500	1500			
Events & Public Relations	37281	53176	20792	29545	50337	69958			
Grants & Subs	10460	10860	8455	2272	10727	10860			
Sub Total	508793	636922	257978	347350	605328	725454			
Capital Projects									
Legal/Planning Costs	2500	2500	564		564	2500			
Trees	10000	0	0	0	0	0			
Solar Panels	0	0	0	0	0	17500			
NHP	0	0	0	0	0	2500			
Signposts	0	0	0	0	0	1850			
Fencing/trees SMG	1200	0	0		0	0			
Wades Centre phase 2	0	0	0	0	0	363000			
Changing places toilet	0	0	0	0	0	0			
SMG phase 2	0	0	0	0	0	0			
Sub Total	13700	2500	564	0	564	387350			
Earmarked Reserve (WDC funding)	26252	0	0	0	0	0			
Earmarked Reserve (WDC grant outdoor furniture)	0	5022	0	5022	5022	0			
Earmarked Reserve (Election Expenses)	12000	6000	0	6000	6000	0			
Earmarked Reserve (CIL)	73731	66368		6300	6300	60068			
Earmarked Reserve (Contingencies)	50000	25000	0	0	0	25000			
Earmarked Reserve (Legal Planning)	2500	2500	564	1936	2500	0			
Earmarked Reserve (Wades Centre refurb/extension)	121916	23582		23582	23582	0			
Earmarked Reserve (Wades Centre waste disposal/cleaning)	0	3324		3324	3324	0			
Earmarked Reserve (Wades Centre contractor costs)	30000	7990		7990	7990	0			
Earmarked Reserve (39 High Street)	49956	7536		7536	7536	0			
Earmarked Reserve (Maintenance Personnel Costs)	8000	8225		2341	2341	0			
Earmarked Reserve (kerbing stones)	995	0	0	0	0	0			
Earmarked Reserve Open spaces	3939	3038		3038	3038	0			
Earmarked Reserve (New Trees)	0	5478	498	0	498	4980			
Earmarked Reserve (Existing Trees survey & Maintenance)	0	9000	0	5350	5350	0			
Earmarked Reserve (Heritage Trail)	9749	0	0	0	0	0			

Earmarked Reserve S106 (Heritage Trail)	5772	5746	0	1000	1000	0
Earmarked Reserve (Civ/Dem ATM)	225	500	215	285	500	0
Earmarked Reserve (Civ/Dem Refreshments)	0	175		175	175	0
Earmarked Reserve (Town Regen)	13015	0	0	0	0	0
Earmarked Reserve (Recognition Allowance)	350	0	0	0	0	0
Earmarked Reserve (Chairmans Allowance)	109	0	0	0	0	0
Earmarked Reserve (Lighting new installs)	0	13015		2274	2274	0
Earmarked Reserve (lamppost stress testing/work & painting)	0	50000		15000	15000	24000
Earmarked Reserve (Fencing Repairs)	0	850	0	850	850	0
Earmarked Reserve (New Market Equip)	0	1750		1750	1750	0
Earmarked Reserve (Office Equipment)	0	2000	1773	227	2000	0
Earmarked Reserve (HR Support)	0	1000	0	1000	1000	0
EMR WDC 19/20 Farmers Market	4500	0	0	0	0	0
EMR Park Signage	0	650	0	650	650	0
EMR Mower/Tractor Servicing	0	2270		905	905	0
EMR WDC Risborough Basket	16131	2000	0	1190	1190	0
EMR Crosstalk	0	2225	0	1200	1200	0
EMR WDC High Street Events	3000	1431	988	443	1431	0
Sub Total	432140	256675	4038	99368	103406	114048
Total	954633	896097	262580	446718	709298	1226852