



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 30th JULY 2024 AT THE BRUSHWOOD SUITE, WADES CENTRE, STRATTON ROAD
PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr N Rawsthorne – Chair
Cllrs A Ball, S Coombs, A Cross, S Marshall, C Morgan, I Parkinson, A Shipley
Susanne Barter- Clerk
Jayne Mylchreest- Administration Officer
Matthew Walsh- Buckinghamshire Councillor
1 member 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 Cllr Frost who was on holiday, Cllr A Turner who had a previous commitment and Cllr Hall who had a family commitment.

Resolved: To accept apologies from Cllrs Frost, Turner and Hall.

No apologies were received from Cllrs Rampin and Biss.

2. MINUTES OF MEETING OF FULL COUNCIL HELD ON 25TH JUNE 2024

Resolved: To agree and sign as a correct record the minutes of the 25TH JUNE 2024.

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 Coombs declared a personal and prejudicial interest in Agenda item No 11 as the wife of the late Cllr John Coombs.

4. PUBLIC FORUM

No members of the public had registered to speak.

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

Buckinghamshire Councillor Matthew Walsh reported on the following-;

- Library's new model called Library Flex consultation
- Housing developments following the latest government announcement including the Local plan, Risborough Expansion area, infrastructure and the bridge
- CCTV – The office is invited to arrange a visit to the monitoring station **CH**
- Roadworks
- Speed strips data
- Keep left sign

6. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee [25th June 2024](#) (draft)

Planning Committee [2nd July 2024](#) (draft)

Town Committee [2nd July 2024](#) (draft)

Commercial Services Committee [9th July 2024](#) (draft)

Events & PR Committee [9th July 2024](#) (draft)

Admin & HR Committee [22nd July 2024](#) (draft)

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

7. CORRESPONDENCE

Notification of a public consultation from Buckinghamshire Council (BC) has been received.

A report setting out the proposal for Library Flex was considered and agreed at BC Cabinet on the 18th June 2024.

A public consultation was launched on the 10th July and runs until the 18th September 2024.

The online survey can be found at www.buckinghamshire.gov.uk/library-flex

All Parish and Town Councils are invited to submit comments on the Library Flex model and key consultation survey questions around access.

Cllr Cross proposed for Cllrs Rawsthorne, Shipley, Cross, Parkinson and Coombs to meet to draft a letter in response to the consultation to be circulated to the other members for approval.

Seconded by Cllr Shipley.

Resolved: for Cllrs Rawsthorne, Shipley, Cross, Parkinson and Coombs to meet to draft a letter in response to the consultation to be circulated to the other members for approval. **NR/AS/AC/IP/SC**

An email has been received regarding a memorial bench

A request to donate a memorial bench for the KGV or Earle Mitchell has been received.

Cllr Shipley proposed to approve the request for a bench in the KGV park and for the office and Maintenance Team to meet with the resident to agree on the most suitable location.

Seconded by Cllr Marshall.

Resolved: to approve the request for a bench in the KGV park and for the office and Maintenance Team to meet with the resident to agree on the most suitable location. **JM/MR**

8. A REPORT FROM THE MAYOR/DEPUTY MAYOR

The Mayor updated the members on the events that he had attended.

9. TASK & FINISH GROUPS

Reports from the quarter 3 Task & Finish Groups

a) Business Plan

Cllr Marshall reported that the Business Plan is currently out for consultation with a deadline of the 5th August 2024.

Cllr Rawsthorne stated that the results would be analysed to be presented and discussed at an Extra Ordinary Town Council meeting to be held in August 2024.

Cllr Cross is to invite a resident who has had previous experience to brief the Task & Finish Group.

The office is requested to promote the consultation on social media each day for the last 5 days before the deadline.

S Boyle

b) Best Kept Village Competition

Cllr Rawsthorne reported that work on the competition is on hold pending the outcome of the Business Plan consultation results.

10. FINANCE

Cllr Marshall proposed to approve the invoice from Windowflowers at £ 15,100.00 + VAT for the flowerbeds.

Seconded by Cllr Coombs.

Resolved: to approve the invoice from Windowflowers at £ 15,100.00 + VAT for the flowerbeds. **JM**

Cllr Coombs declared a personal and prejudicial interest and took no part in the discussion or vote.

11. MEMORIAL BENCH

Cllr Ball proposed to purchase a memorial bench in memory of the late Cllr John Coombs to be installed on the grass verge near the Pudding Stone or on the green near the Fire Station.

Seconded by Cllr Shipley.

The wording for the memorial plaque to be discussed and decided at the next meeting.

Resolved: to purchase a memorial bench in memory of the late Cllr John Coombs to be installed on the grass verge near the Pudding Stone or on the green near the Fire Station pending permission and approval of costs. **JM**

It was further agreed for the office to contact Buckinghamshire Council to request permission for a bench on the grass verge and to ascertain the cost to undertake a services check in the locations requested. **JM**

12. TERMS OF REFERENCE

a) Cllr Marshall proposed to approve the recommendation from the Finance Committee to approve the Terms of Reference for the Finance Committee.
Seconded by Cllr Cross.

Resolved: to approve the recommendation from the Finance Committee to approve the Terms of Reference for the Finance Committee. JM

b) Cllr Parkinson proposed to approve the recommendation from the Commercial Services Committee to approve the Terms of Reference for the Commercial Services HR Committee.
Seconded by Cllr Marshall.

Resolved: to approve the recommendation from the Commercial Services to approve the Terms of Reference for the Commercial Services Committee. JM

c) Cllr Rawsthorne proposed to approve the recommendation from the Admin & HR Committee to approve the Terms of Reference for the Admin & HR Committee.
Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Admin & HR Committee to approve the Terms of Reference for the Admin & HR Committee. JM

13. MEDIA POLICY

Cllr Rawsthorne proposed to approve the recommendation from the Events & PR Committee to approve the Media Policy.
Seconded by Cllr Marshall.

Resolved: to approve the recommendation from the Events & PR Committee to approve the Media Policy. JM

14. MINOR GRANT APPLICATION

Cllr Ball proposed to approve the recommendation from the Finance Committee to approve the application from the Friends in Football at Risborough for £250 towards the funding equipment for girl's football.
Seconded by Cllr Cross.

Resolved: to approve the recommendation from the Finance Committee to approve the application from the Friends in Football at Risborough for £250 towards the funding equipment for girl's football. JM

15. HEALTH AND SAFETY POLICY AND HANDBOOK

Cllr Coombs proposed to approve the recommendation from the Admin & HR Committee to approve the Health and Safety Policy and Handbook.
Seconded by Cllr Rawsthorne.

Resolved: to approve the recommendation from the Admin & HR Committee to approve the Health and Safety Policy and Handbook. JM

16. LOCAL GOVERNMENT PENSION SCHEME (LGPS)

a) Cllr Rawsthorne proposed to approve the recommendation from the Admin & HR Committee to budget £2,250 in the 2025/2026 budget to obtain an indicative cessation report from LGPS for 2028.
Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Admin & HR Committee to budget £2,250 in the 2025/2026 budget to obtain an indicative cessation report from LGPS for 2028. SB

b) Cllr Rawsthorne proposed to approve the recommendation from the Admin & HR Committee to create an LGPS Earmarked Reserve in the 2025/2026 budget, to save in the order of £20,000 per annum towards the exit payment.
Seconded by Cllr Cross.

Resolved: to create an LGPS Earmarked Reserve in the 2025/2026 budget, to save in the order of £20,000 per annum towards the exit payment. SB

17. ANNUAL BUDGETARY CYCLE

Cllr Rawsthorne presented to the members a table that consolidates the statutory requirements of the Council in line with the Princes Risborough Town Council Financial Regulations and Standing Orders and links to the subsequent activity at Committees and Council level in order to deliver the annual review and update the Business Plan.

The content and detail within the table will be used to inform fixed agenda items across the committees to enable the Council to deliver to time throughout the financial year, and will be reviewed annually.

18. FUTURE AGENDA ITEMS

To discuss and decide on the location and wording of a memorial bench for the late Cllr John Coombs

19. 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 AND DECIDE ON

a) THE PREFERRED ENERGY SUPPLIER

b) THE PREFERRED CONTRACTOR FOR TREE WORKS

c) THE PREFERRED SUPPLIER FOR THE ART IN THE PARK BOARDS

d) THE PREFERRED CONTRACTOR FOR THE DOVECOTE REPAIRS

e) THE PREFERRED CANDIDATE FOR THE MAINTANENCE TEAM SUMMER OPERATIVE ROLE

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 Ball.

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.

a) Energy Supplier

The Clerk presented quotations for the electricity supply

Cllr Cross proposed to approve the quotation below on a 24-month contract.

Seconded by Cllr Rawsthorne.

Yorkshire Gas & Power

Kwh prices (pence) for day rate 24.47 / evening rate 18.95 / standing charge 120

Cllr Ball counter proposed to approve the quotation below on a 12-month contract.

Seconded by Cllr Morgan.

Yorkshire Gas & Power

Kwh prices (pence) for day rate 25.250 / evening rate 19.760 / standing charge 120

A vote was taken on the counter proposal with 4 votes for the motion and 3 against with 1 abstention.

Resolved: to approve the quotation from Yorkshire Gas & Power

Kwh prices (pence) for day rate 25.250 / evening rate 19.760 / standing charge 120 on a 12-month contract. KP

The Clerk presented quotations for the gas supply

Cllr Marshall proposed to approve the quotation below on a 24-month contract.

Seconded by Cllr Cross.

Scottish Power

Kw prices (pence) 7.435 standing charge 35.110 per day

Resolved: to approve the quotation from Scottish Power Kw prices (pence) 7.435 standing charge 35.110 per day on a 24-month contract. KP

b) Tree works at Duke St Gardens

The Clerk presented 3 quotations to top and reshape the fir tree in Duke Street Gardens which has become too large for the current plot.

1. £ 580 + VAT

2. £ 2,350 + VAT

3. £ 850 + VAT

Cllr Shipley proposed to approve quotation no 1.

Seconded by Cllr Ball.

Resolved: to approve quotation no 1

CH

Cllr Rawsthorne further proposed to investigate the option of felling and replacing the tree and to include an amount in the 2025/2026 Estimates budget for this purpose.

Seconded by Cllr Cross.

Resolved: to investigate the option of felling and replacing the tree and to include an amount in the 2025/2026 Estimates budget for this purpose. SB

c) Art in the Park boards

The Clerk presented 3 quotations

1.£ 1,502.94 net

2.£ 1,108.15 net

3.£ 1,490.73 net

Cllr Rawsthorne proposed to approve quotation no 2.

Seconded by Cllr Marshall.

Resolved: to approve quotation no 2.

KP

d) Dovecote Repairs

The Clerk presented 3 quotations

1. £ 900.00 + VAT

2. £ 3,900 + VAT

3. £ 1,323 +VAT

Cllr Marshall proposed to approve quotation no 1.

Seconded by Cllr Cross.

Resolved: to approve quotation no 1.

CH

e) Appointment of a maintenance team summer operative

Cllr Rawsthorne proposed to appoint candidate no 1.

Seconded by Cllr Marshall.

Resolved: to appoint candidate no 1.

SB

20. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 24th September 2024 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.38 pm.

Chairman..... Date.....Page 32/24