



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 28<sup>th</sup> JANUARY 2025 AT THE BRUSHWOOD SUITE, WADES CENTRE,  
STRATTON ROAD, PRINCES RISBOROUGH  
AT 7.00 PM**

**PRESENT**

Cllr N Rawsthorne – Chair  
Cllrs J Biss, S Coombs, G Hall, S Marshall, C Morgan, I Parkinson, A Shipley  
Susanne Barter – Clerk  
Jayne Mylchreest- Administration Officer  
1 member of the public

**THE TOWN COUNCIL PRAYER**

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

The Clerk reported that apologies had been received from Cllrs Frost and Turner who had previous commitments and Cllrs Ball and Cross who had work commitments.

**Resolved: to note that apologies had been received from Cllrs Frost, Turner, Ball and Cross.**

**2. MINUTES OF THE EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 14<sup>TH</sup> JANUARY 2025**

**Resolved: To agree and sign as a correct record the minutes of the 14<sup>TH</sup> January 2025.**

**3. DECLARATIONS OF INTEREST**

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**Cllr Hall declared a non-pecuniary interest in Agenda item No 15 as a member of Buckinghamshire Council.**

**4. PUBLIC FORUM**

No members of the public had registered to speak.

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

Sgt Clare Farrow gave an update on the following: -

- Current staff and responsibilities
- Current issues
- Multi agency working
- Anti-social behavior
- Hotspot App
- Facebook/ TVP alerts
- Technology launches, updates and improvements
- Newsletter

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

Councillor Gary Hall reported on the following: -

- Relief Road funding issues
- CCTV tour. Councillors were invited to attend a tour in February and to advise the office if they wish to participate. **ALL**
- Aylesbury Road footways
- Green waste

## 7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee 26<sup>th</sup> November 2024, 17<sup>th</sup> December 2024 (draft)

Planning Committee 3<sup>rd</sup> December 2024, 14<sup>th</sup> January 2025 (draft)

Town Committee 14<sup>th</sup> January 2025 (draft)

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

## 8. GRANT FUNDING APPLICATION

Cllr Marshall proposed to apply for a grant from the North West Chilterns Community Board for play equipment.

Seconded by Cllr Coombs.

**Resolved: To apply for a grant from the North West Chilterns Community Board for play equipment.**

## 9. CORRESPONDENCE

An email has been received from a Wades Centre hirer regarding waiving the damage deposit

The hirer has asked if the damage deposit could be waived as they have a regular booking.

**All present agreed** to apologise and explain that there is a policy in place and therefore the damage deposit cannot be waived. TC

An email has been received from Buckinghamshire's Family Hub Service

The Lead Partnership Practitioner from the High Wycombe Family Hub Team Children's Services would like the Town Council's help to promote the Government's Family Hub initiative.

**All present agreed** to invite the Practitioner to attend a meeting at 6.30 pm before the next Town Council meeting at 7 pm in February 2025. JM

An email has been received from a High Street retailer regarding parking restrictions

The retailer has asked that the Town Council try to change the parking restriction on a Thursday if not being used by Thursday Market traders.

**All present agreed** to reply that the parking restrictions are in place for Health & Safety reasons to allow larger vehicles to pass safely. The retailers have previously been encouraged to work together to lead and build a case to present to the Parking Enforcement Team at Buckinghamshire Council to change the restrictions, which the Town Council would consider supporting. JM

It was **further agreed** to publicise the issue in an edition of Crosstalk. KP

An email has been received from the River Thame Conservation Trust regarding the local chalk streams

The Project Officer with the River Thame Conservation Trust and would like to speak at a Town Council meeting as they have funding for a project to improve health and public awareness of the local chalk streams.

**All present agreed** to invite the Project Officer to attend a meeting at 6.30pm before the next Town Council meeting at 7pm in March 2025. JM

An email has been received from a retailer regarding a flower market

The retailer would like to organise a flower market to promote locally grown British flowers and would like to know if the Market Square would be available on a Saturday.

**All present agreed** to reply that the Market Square is already in use on a Saturday but would suggest attending the Thursday Market or approaching the George & Dragon Public House. JM

A letter has been received from a telecommunications company regarding a site survey

A telecommunications company who works on behalf Mobile Broadband Network Limited (MBNL) seeks permission to carry out an initial survey at New Road for suitability for a telecoms installation.

**All present agreed to reply** that permission is approved and request a copy of the results of the survey to be sent to the Town Council. JM

An email has been received from a local society who wish to apply for a grant to purchase a Mobile Vehicle Activation Sign (MVAS)

The Askett Society has asked the Town Council to apply to Buckinghamshire Council for an MVAS on their behalf.

Following legal and insurance advice, the Town Council is unable to apply for the MVAS on behalf of The Askett Society. However, it fully supports The Askett Society's application to Buckinghamshire Council and is keen to assist in this effort.

Cllr Marshall proposed not to sign the application but to send a letter of support and provide a small grant.

Seconded by Cllr Rawsthorne.

**Resolved: not to sign the application but to send a letter of support and provide a small grant.**

SB

## 10. A REPORT FROM THE MAYOR/DEPUTY MAYOR

The Mayor and Deputy Mayor updated the members on the events that they had attended.

## 11. TASK & FINISH GROUPS

a) Reports from the quarter 4 Task & Finish Groups

### Best Kept Village Competition

Cllr Rawsthorne reported that the group had not met.

Cllr G Hall requested that the office write to the football club about the mud left on the patio outside the Brushwood Suite and café after the training session on Saturday mornings.

**All present agreed** that the office should write to Risborough Rangers Junior Football Club to remind them of their responsibility to sweep up any mud and ensure that the areas outside the Brushwood Suite and the Crew Café are left clear after using the park. **JM**

### Dogs and Parks

Cllr Rawsthorne reported that the group had not met.

### Task & Finish Groups for Q1

b) Cllr Rawsthorne proposed the Best Kept Village Competition as a Task & Finish Group for quarter 1.

Seconded by Cllr Hall.

**Resolved: The Best Kept Village Competition Task & Finish Group for quarter 1.**

**GH/SC/CM/NR/CH**

Cllr Marshall proposed the Business Plan Tasks & Finish Group for quarter 1.

Seconded by Cllr Shipley.

**Resolved: The Business Plan Task & Finish Group for quarter 1.**

**SM/IP/AS/JB/NR/CM/CH**

## 12. FINANCE

a) The Clerk reported that there were no payments over £5,000 requiring approval.

b) The members had received detailed income and expenditure reports to date which were circulated to the members in advance of the meeting.

**Noted.**

## 13. DISQUALIFICATION OF A COUNCILLOR

The Clerk reported that Councillor Jane Rampin has been disqualified as a Princes Risborough Town Councillor for non-attendance.

**Noted.**

## 14. STANDING ORDERS

Cllr N Rawsthorne informed the members that he and the Clerk had reviewed the Standing Orders and found them to be fit for purpose, with no amendments required. He proposed that the Standing Orders for 2025 be approved.

Seconded by Cllr Coombs.

**Resolved: To approve the Standing Orders for 2025.**

**Cllr Hall declared a non-pecuniary interest and took no part in the discussion or vote.**

## 15. FREE PARKING DATES 2025

Cllr Marshall proposed the dates for the Summer Festival and Christmas Lights Switch On event as the preferred free parking dates for 2025.

Seconded by Cllr Coombs.

It was noted that this would apply to the Mount Car Park only.

**Resolved: To choose the dates for the Summer Festival and Christmas Lights Switch On event as the preferred free parking dates for 2025.** **KP**

## 16. TEENAGE SUMMER ACTIVITIES

**All present agreed** for this item to be deferred to the next Town Council meeting as Cllr Frost was not in attendance.

## 17. MINOR GRANT APPLICATION

Cllr Marshall proposed to approve the recommendation from the Finance Committee to approve the application for £250 from the Princes Risborough School Guild of Parents towards new picnic benches for the students to use in their breaks.

Seconded by Cllr Morgan.

**Resolved: To approve the recommendation from the Finance Committee to grant £250 to Princes Risborough School Guild of Parents towards new picnic benches for the students to use in their breaks.** **JM**

Cllr Marshall proposed to approve the recommendation from the Finance Committee to approve the application for £250 from the Chiltern Arts towards seven events in or near Princes Risborough.  
Seconded by Cllr Coombs.

**Resolved: To approve the recommendation from the Finance Committee to grant £250 to Chiltern Arts towards seven events in or near Princes Risborough.** JM

Cllr Rawsthorne proposed to approve the recommendation from the Finance Committee to approve the application for £200 from the Askett Society towards a Mobile Vehicle Activation Sign.

Seconded by Cllr Hall.

**Resolved: To approve the recommendation from the Finance Committee to grant £200 to the Askett Society towards a Mobile Vehicle Activation Sign.** JM

#### **18. RISBOROUGH AREA COMMUNITY BUS (RACB)**

A local organisation requests the use of the Town Council office address as their registered office address for Companies House and the Charities Commission, as they do not wish to use the Trustee's address.

Cllr Hall proposed to reply that the RACB could use the Wades Centre postal address but not the Princes Risborough Town Council name and to install their own outside post box for their sole use, in a location authorised by the Town Council.

Seconded by Cllr Biss.

**Resolved: to reply that the RACB could use the Wades Centre postal address but not the Princes Risborough Town Council name and to install their own outside post box for their sole use in a location authorised by the Town Council.** JM

#### **19. FUTURE AGENDA ITEMS**

To discuss and decide on summer teenage activities (Cllr Frost)

To discuss and decide on the recipients of the Citizens Awards

#### **20. 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 THE PREFERRED STREET LIGHT ENERGY SUPPLIER, A LEASE, THE PREFERRED SUPPLIER FOR HR, HEALTH & SAFETY AND TRAINING AND THE NOMINATIONS FOR THE CITIZENS AWARDS**

Cllr Hall 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 Marshall.

**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) Street Light Energy Supplier

**All present agreed** to defer this item to the next Town Council agenda as quotations are not currently available from the energy providers.

##### b) The Surgery Wades Park

Cllr Marshall proposed that the Town Council approve the draft licence for the underletting of the surgery.

Seconded by Cllr Rawsthorne.

**Resolved: The Town Council approve the draft licence for the underletting of the surgery.**

SB

##### c) Preferred supplier for HR, Health & Safety and Training

The Clerk presented 3 quotations

1. £ 5,499.00 per annum

2. £ 6,735.96 per annum

3. £ 4,524.40 per annum

Cllr Hall proposed to approve quotation no 1.

Seconded by Cllr Coombs.

**Resolved: to approve quotation no 1.**

a) Nominations for the Citizens Awards

*Business of the Year Award*

**All present agreed** to invite nominations from the public for a Business in the Princes Risborough parish. **S Boyle**

*Citizen of the Year Award*

**All present agreed** for the Councillors to suggest nominees for consideration at the next Town Council meeting.  
**ALL CLLRS**

*Young Citizen of the Year Award*

**All present agreed** for the Councillors to suggest nominees for consideration at the next Town Council meeting.  
**ALL CLLRS**

**21. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday 25<sup>th</sup> February 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.50 pm.