



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 25TH FEBRUARY 2025 AT THE BRUSHWOOD SUITE, WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr J Biss – Chair
Cllrs A Ball, S Coombs, A Cross, A Frost, G Hall, S Marshall, C Morgan, I Parkinson, A Shipley, A Turner
Susanne Barter – Clerk
Kirsty Pope- Deputy Clerk
Cate Holloway- Bookings 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 Cllr Rawsthorne & Cllr Cross who both had a work commitment, Cllrs A Turner and G Hall who had other commitments and Cllr Coombs who was unwell.

Resolved: to note that apologies had been received from Cllr Rawsthorne, Cllr Cross, Cllr Coombs, Cllr Turner and Cllr Hall

2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 28TH JANUARY 2025

Resolved: To agree and sign as a correct record the minutes of the 28TH 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.

None were declared.

4. PUBLIC FORUM

No members of the public had registered to speak.

5. A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police were unable to attend and advised that they would attend in April 2025.

Cllr Matthew Walsh arrived at 7:10PM

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

Councillor Matthew Walsh reported on the following: -

Budget Update:

Buckinghamshire Council has confirmed a budget increase of 4.99%.

Highways Update:

The committee received an update on recent highway improvements, including work along Aylesbury Road, Berryfield Road, and repairs on Longwick Road. Cllr Walsh reminded councillors to report any highway issues directly to him.

Cllr Walsh also informed members that the final meeting of the North West Chilterns Community Board will take place on Thursday, 6th March at 7:00 PM in the Princes Centre and encouraged councillors to attend.

Cllr Parkinson asked Cllr Walsh whether he was aware of a new initiative allowing cul-de-sacs to be used as play areas and sought clarification on whether this would be the responsibility of the Town Council or Buckinghamshire Council. Cllr Walsh asked the officers to send him a request to look into this.

KP

7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Events & PR Committee [21st January 2025](#) and 11th February 2025 (draft)

Finance Committee [28th January 2025](#) (draft)

Planning Committee [4th February 2025](#) (draft)

Town Committee [4th February 2025](#) (draft)

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

8. CORRESPONDENCE

An email has been received regarding the Kites Meadow development

A resident has written for help in dealing with various defects including the positioning of a street light.

All present agreed to contact our local MP on the resident's behalf as the issues are outside of the remit of the Town Council. JM

Cllr Matthew Walsh left the meeting at 7:20pm

9. A REPORT FROM THE MAYOR/DEPUTY MAYOR

Nothing to report.

10. TASK & FINISH GROUPS

a) Reports from the quarter 4 Task & Finish Groups

Best Kept Village Competition

Nothing to report

Business Plan

Nothing to report

11. FINANCE

a) Cllr Marshall proposed to approve the invoice from Worknest at £ 5,385 + VAT for the annual subscription for HR Support & Training.

Seconded by Cllr Morgan

Resolved: to approve the invoice from Worknest at £ 5,385 + VAT for the annual subscription for HR Support & Training

Cllr Biss proposed to approve the invoice from Ben Morgan Builders Ltd at £ 5,914.56 + VAT for a retention payment for the Wades Centre phase 2 project.

Seconded by Cllr Shipley

Resolved: to approve the invoice from Ben Morgan Builders Ltd at £ 5,914.56 + VAT for a retention payment for the Wades Centre phase 2 project.

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

Noted.

12. TEENAGE SUMMER ACTIVITIES

All present agreed for Cllr Frost to contact the Youth Club to ascertain if a joint project is possible and to report back to the Council. AF

13. INTERNAL AUDITOR

Cllr Shipley proposed to approve the recommendation from the Finance Committee to appoint Ernest Newhouse as the Internal Auditor.

Seconded by Cllr Marshall

Resolved: to appoint Ernest Newhouse as the Internal Auditor.

SB

14. AUDIT PLAN

Cllr Biss proposed to approve the recommendation from the Finance Committee to approve the Audit Plan
Seconded by Cllr Frost

Resolved: to approve the Audit Plan.

JM

15. EARLE MITCHELL MEADOW SOWING SCHEDULE

Cllr Marshall proposed a mowing schedule to support the continued establishment of a meadow at Earle Mitchell. The proposed schedule includes three cuts per year:

First cut – End of the second week of March

Second cut – Third week of August

Third cut – Third week of October

All three cuts will be carried out by the Town Council Maintenance Team, while volunteers will be responsible for raking up the cuttings.

Seconded by Cllr Frost

Cllr. Marshall agreed to meet the Maintenance Team and the Deputy Clerk on-site to confirm the specific area covered by this mowing schedule.

16. FUTURE AGENDA ITEMS

To review Task & Finish Groups for Q2

To approve a recommendation from the Town Committee for the virement of £3,000 from reserves to contribute towards the costs of the bat emergence survey and ecologist.

To decide on the preferred contractor for the re-roofing of the Dovecot in St Dunstan's Park (Confidential)

To decide on the preferred contractor for the bat emergence survey, report, potential licensing, and ecologist attendance during tile removal, if necessary. (Confidential)

17. 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 RECIPIENTS OF THE CITIZENS AWARDS THE QUOTATION FOR THE CHRISTMAS LIGHTS INSTALLATION, MAINTENANCE AND REMOVAL FOR 2025 THE PREFERRED CONTRACTOR FOR THE DOVECOTE THE QUOTATION FOR THE TOWN PLANTING FOR 2025/2026

Cllr Biss 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.

Recipients of the Citizens Awards

Citizen of the Year Award

Cllr Marshall proposed the late Richard Woodward as the Citizen of the Year

Seconded by Cllr Shipley

Resolved: to award the late Richard Woodward as the Citizen of the Year

S Boyle

Young Citizen of the Year Award

No nominations were put forward.

Organisation of the Year Award

Cllr Parkinson proposed The Heritage Society as Organisation of the Year

Seconded by Cllr Marshall

Resolved: to award The Heritage Society as Organisation of the Year

S Boyle

Christmas Lights installation, maintenance and removal for 2025

Cllr Marshall proposed to approve the quotation at £18,409

Seconded by Cllr Biss

Resolved: to approve the quotation at £18,409 for the Christmas Lights installation, maintenance and removal for 2025

Town Planting 2025/2026

Cllr Marshall proposed to approve the quotation at £15,562.50

Seconded by Cllr Parkinson

Resolved: to approve the quotation at £15,562.20

Cllr Ball wishes it to be recorded that he abstained from the vote

18. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 25th March 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 7.45pm.

Chairman..... Date.....