



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

PRESENT

Cllr N Rawsthorne – Chair
Cllrs A Ball, J Biss, S Coombs, G Hall, 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 Clerk reported that apologies had been received from Cllrs Frost and Marshall who were on holiday and Cllr Cross who had a work commitment.

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

No apologies were received from Cllr Turner.

2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 25TH FEBRUARY 2025 AND THE ANNUAL TOWN MEETING HELD ON THE 11TH MARCH 2025.

Resolved: To agree and sign as a correct record the minutes of the 25th February 2025 and the Annual Town Meeting of the 11th March 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.

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

Councillor Matthew Walsh reported on the following: -

- CCTV
- Town Maps and the North West Chilterns Community Board
- Utility Company fines re roadwork permits
- Elections

7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee 25th February 2025 (draft)

Planning Committee 4th March 2025 (draft)

Town Committee 4th March 2025 (draft)

Admin & HR Committee 11th March 2025 (draft)

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

8. CORRESPONDENCE

An email has been received regarding using the power supply at the Wades Centre

A local organisation would like access to the Carrington Room power supply for their gazebos on the 6th July for an event for a nominal fee.

All present agreed to charge a nominal fee of £10 to cover the power supply costs.

TC

9. A REPORT FROM THE MAYOR/DEPUTY MAYOR

The Mayor updated the members on the event he had attended.

10. TASK & FINISH GROUPS

a) Reports from the quarter 1 Task & Finish Groups

Best Kept Village Competition

Cllr Rawsthorne reported that the group had not met.

Business Plan

Cllr Rawsthorne reported that the group had not met.

b) Review of the Tasks & Finish groups for Quarter 2

All present agreed to defer this item to the incoming council to be elected in May 2025.

11. FINANCE

a) Cllr Biss proposed to approve the invoice from The Insolvency Service at £7590.10 for retention monies relating to Wades Centre Phase 1 project.

Seconded by Cllr Morgan.

Resolved: to approve the invoice from The Insolvency Service at £ 7590.10. for retention monies relating to Wades Centre Phase 1 project.

JM

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

Noted.

c) Cllr Ball proposed to vire £3,200 Cil monies allocated to Economic Regeneration in 2019 to purchase new play equipment.

Seconded by Cllr Coombs.

Resolved: to vire £3,200 Cil monies allocated to Economic Regeneration in 2019 to purchase new play equipment.

SB

d) 14. YEAR-END PROJECTIONS

The Clerk provided an update on year-end projections, the status of reserves, CIL balances, and potential earmarking of funds to carry forward from the financial year ending March 2025.

CIL

A CIL balance of **£21,122.17** was brought forward from 2023-2024.

A CIL contribution of £27,732.68 was received in 2024/2025 for the following developments

21/08223/FUL 53 Wycombe Road, Princes Risborough	£12,087.62
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18/06148/FUL Land adjacent 12 Willow Way, Princes Risborough	£15,645.07
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From this balance, the following expenditure has been incurred:

£2,355.00 Wades Centre Phase 2 Refurbishment and Extension

This has resulted in a **closing balance for the year of £46,499.85**, which has been **committed to the following projects:**

£3,200 Economic Regeneration of High St (TC mins 24/19)

£3,000 for Christmas lights (TC mins 24/20)

£5,160 for Whiteleaf Road Marking match funding (TC mins 49/20)

£2,017 for finishing the external area under Wades Phase 2 refurbishment and extension TC mins (13) 29/22

£33,122 for new play equipment (TC mins 02/24)

Members were requested to approve the recognised Earmarked Reserve requirements for the year 2025/26

Existing earmarked reserves would be amended to reflect the unspent monies related to the following: -

Purpose / Description of EMR 2024/25

Wades Centre Phase 2 Building Fund - reserved for retention payment	£4,308
Legal & Planning costs- reserved for projects identified including the Dovecote	£4,774
39 High Street - reserved for retention payment	£3,694
Existing trees - reserved for the work arising from the survey undertaken.	£2,156
Fencing repairs identified	£2,245
Lighting - New installations- reserved for columns ordered for replacements due to RTCs exacerbated by long lead times	£15,331
Elections	£6,000
Marketing for Wades /Brushwood Suite - for magazine adverts committed	£402
CIL carry forward figure as per above report to councillors	£46,500
Contingency reserves- reserved to pay for damaged play equipment or lighting columns as not insured	£25,000
Noticeboard repairs	£612
Vehicles	£500
Listed buildings	£3,824
Play areas -new equipment	£12,130
Christmas lights	£5,898
New earmarked reserves are to be created to reflect committee unspent monies from this financial year which have already been committed	
Play Equipment maintenance	£6,426
Flowerbeds	£287
Market House	£2,684
Cleaning BWS/Wades	£1,558
BALC -EAP	£303
Events	£2,989
Memorial Bench	£642.00
MRPC solicitors' costs to register MRPC lands	£6,000
Total	£154,263

Cllr Coombs proposed to approve the above recognised Earmarked Reserves totaling £152,987.

Secondly by Cllr Hall.

Resolved: to approve the above recognised Earmarked Reserves totaling £152,987.

SB

12. TERMS OF REFERENCE

Cllr Rawsthorne proposed to approve the recommendation from the Finance Committee to approve the Terms of Reference.

Seconded by Cllr Morgan.

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

13. FINANCE RISK ASSESSMENT AND MANAGEMENT PLAN

Cllr Rawsthorne proposed to approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management Plan.

Seconded by Cllr Ball.

Resolved: to approve the recommendation from the Finance Committee to approve the Finance Risk Assessment and Management Plan. JM

14. EFFECTIVENESS OF THE INTERNAL AUDIT SYSTEM

Cllr Rawsthorne proposed to approve the recommendation from the Finance Committee to approve the Effectiveness of the Internal Audit System.

Seconded by Cllr Morgan.

Resolved: to approve the recommendation from the Finance Committee to approve the Effectiveness of the Internal Audit System. JM

15. DOVECOTE BAT EMERGENCE SURVEY AND ECOLOGIST

Cllr Hall proposed to approve the recommendation from the Town Committee to vire up to £3,000 from reserves to cover the costs of the licence and the presence of an ecologist during the roof strip out of the Dovecote, if required, depending on the species of bat found

Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Town Committee to vire up to £3,000 from reserves to cover the costs of the licence and the presence of an ecologist during the roof strip out of the Dovecote, if required, depending on the species of bat found. **SB**

16. BUCKINGHAMSHIRE COUNCIL (BC) HIGHWAYS DEVOLVED SERVICES AGREEMENT

Cllr Rawsthorne proposed to arrange a meeting with BC as further clarification is required to enable the Town Council to make an informed decision on whether to sign the agreement.

Seconded by Cllr Ball.

Resolved: to arrange a meeting with BC as further clarification is required to enable the Town Council to make an informed decision on whether to sign the agreement.

The office is requested to arrange the meeting to include BC, Cllrs Rawsthorne, Morgan, Ball Coombs and the Clerk. **SB, NR, CM, AB, SC**

17. CO-OPTION POLICY

Cllr Ball proposed to approve the recommendation from the Admin & HR Committee to approve a Co-option Policy.

Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Admin & HR Committee to approve a Co-option Policy. **JM**

18. MEMORIALS POLICY

Cllr Rawsthorne proposed to approve the recommendation from the Admin & HR Committee to approve the Memorials Policy with one amendment to delete the last paragraph relating to the scattering of ashes.

Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Admin & HR Committee to approve the Memorials Policy with one amendment to delete the last paragraph relating to the scattering of ashes. **SB/JM**

19. FUTURE AGENDA ITEMS

To discuss and decide on whether to sign the Buckinghamshire Council (BC) Highways Devolved Services Agreement
To discuss and decide on road safety measures at the Wades Centre (Cllr Hall)

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

- a) DISCUSS AND DECIDE ON THE PREFERRED CONTRACTOR FOR THE DOVECOTE ROOF REPAIRS**
- b) DISCUSS AND DECIDE ON THE PREFERRED CONTRACTOR FOR THE DOVECOTE BAT EMERGENCE SURVEY, REPORT, POTENTIAL LICENSING, AND ECOLOGIST ATTENDANCE DURING TILE REMOVAL**
- c) DISCUSS AND DECIDE ON THE PREFERRED CONTRACTOR FOR THE MARKET HOUSE GUTTER REPAIRS**
- d) DISCUSS AND DECIDE ON THE PREFERRED SUPPLIER FOR BOLLARDS AT THE WADES CENTRE**

Cllr Ball 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 Hall.

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) The Clerk presented a tender analysis for the Dovecote roof repairs

- 1. £ 17,817.71 + VAT
- 2. £ 12,900.00 + VAT
- 3. £ 13,805.00 + VAT
- 4. £ 21,071.70 + VAT
- 5. £ 12,168.79 + VAT

Cllr Ball proposed to approve tender No. 3.

Seconded by Cllr Hall.

Resolved: to approve tender No.3.

SB

- b) The Clerk presented 3 quotations for the Dovecote bat emergence survey, report, potential licensing and ecologist attendance
- 1. £ 4,090 + VAT
 - 2. £ 5,489 + VAT
 - 3. £ 3,060 + VAT

Cllr Biss proposed to approve quotation No.3.
Seconded by Cllr Rawsthorne.

Resolved: to approve quotation No.3. **SB**

- c) The Clerk presented 2 quotations for the Market House gutter repairs. The third contractor was unable to provide a commercial quotation as they only deal with domestic properties.
- 1. £ 2,560 + VAT
 - 2. £ 3,680 + VAT

Cllr Parkinson proposed to approve quotation No.1.
Seconded by Cllr Shipley.

Resolved: to approve quotation No.1. **S Boyle**

- d) The Clerk presented 3 quotations for the bollards at the Wades Centre
- 1. £ 2,279.80 + VAT
 - 2. £ 1,580.00 + VAT
 - 3. £ 4,000.00 + VAT

Cllr Rawsthorne proposed to approve quotation No.2.
Seconded by Cllr Hall.

Resolved: to approve quotation No.2. **S Boyle**

21. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 29TH April 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.33 pm.

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