



**PRINCES RISBOROUGH TOWN COUNCIL  
MINUTES OF THE MEETING OF THE TOWN COUNCIL  
HELD ON TUESDAY 29<sup>TH</sup> APRIL 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, A Frost, G Hall, S Marshall, C Morgan, I Parkinson, A Shipley,  
Susanne Barter – Clerk  
Kirsty Pope- Deputy Clerk  
Jayne Mylchreest – Administration Officer  
Matthew Walsh- Buckinghamshire Councillor  
4 members of the public

**THE TOWN COUNCIL PRAYER**

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

The Clerk reported that no apologies had been received.

**No apologies were received from Cllrs Cross and Turner.**

**2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 8<sup>TH</sup> APRIL 2025**

**Resolved: To agree and sign as a correct record the minutes of the 8<sup>TH</sup> April 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**

A trustee of a local Day Care Centre addressed the members on a Business Continuity Plan

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

P.C. Powell from Thames Valley Police reported on the following: -

- Current staffing on the Neighbourhood team
- Local priorities – Anti-social behaviour, burglary and speeding
- Anti-social behaviour patrols
- Shoplifter arrested and sent to prison
- Work in schools
- Knife workshops and operations
- “Have your say events”

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

Councillor Matthew Walsh reported on the following: -

- New CCTV in the High St
- Devolved Services Agreement
- Tree felling on The Avenue
- Pot holes

## 7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Events & PR Committee 18<sup>th</sup> March 2025 and 8<sup>th</sup> April 2025 (draft)

Finance Committee 25<sup>th</sup> March 2025 (draft)

Planning Committee 1<sup>st</sup> April 2025 (draft)

Town Committee 1<sup>st</sup> April 2025 (draft)

Admin & HR Committee 3<sup>rd</sup> April 2025 (draft)

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

## 8. CORRESPONDENCE

An email has been received from a local Day Care Centre regarding a Business Continuity Plan

The Day Care Centre is required by Buckinghamshire Council to hold a Business Continuity Plan that covers a number of scenarios that could fully or partially close their centre.

The extreme case of prolonged closure has to be addressed, and the request is to use the Wades Centre.

Cllr Rawsthorne proposed to agree in principle to the request and for the office to meet with the Prince Centre to discuss the proposal in detail for recommendation to the Town Council.

Seconded by Cllr Shipley.

**Resolved: to agree in principle to the request and for the office to meet with the Prince Centre to discuss the proposal in detail for recommendation to the Town Council.**

SB

An email has been received from a local organisation regarding the Brushwood Suite hire charges

The organisation would like the Town Council to reconsider the charges and be more flexible.

**All present agreed** that the Commercial Services Committee should discuss this request at its June 2025 meeting for recommendation to the Town Council.

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

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

## 10. BUSINESS PLAN TASK & FINISH GROUP

Cllr Rawsthorne updated the members on the final meeting of the group for this term.

## 11. FINANCE

a) There were no payments over £5000.

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. WADES CENTRE ROAD SAFETY MEASUREMENTS

Cllr Hall proposed that the office obtain quotations for anti-ram bollards for the area between the office and disabled parking bays to be discussed at the meeting in June 2025.

S Boyle

## 13. FINANCIAL REGULATIONS

Cllr Rawsthorne proposed to approve the amendments to the Financial Regulations further to recent changes to procurement legislation.

Seconded by Cllr Coombs.

**Resolved: to approve the amendments to the Financial Regulations further to recent changes to procurement legislation.**

JM

## 14. IT POLICY

Cllr Coombs proposed to approve the IT Policy

Seconded by Cllr Ball.

**Resolved: to approve the IT Policy**

JM

## 15. STANDING ORDERS

Cllr Ball proposed to approve the Standing Orders further to recent changes to procurement legislation.

Seconded by Cllr Marshall.

**Resolved: to approve the Standing Orders further to recent changes to procurement legislation.**

JM

## 16. BEST KEPT VILLAGE COMPETITION

Cllr Morgan proposed to approve the recommendation from the Best Kept Village Competition Task and Finish Group to enter the 2025 competition at a cost of £25, to be allocated to the Civic and Democratic budget.

Seconded by Cllr Hall.

**Resolved: to approve the recommendation from the Best Kept Village Competition Task and Finish Group to enter the 2025 competition at a cost of £25, to be allocated to the Civic and Democratic budget.**

Cllr Frost suggested raising the issue of the appearance of each shop front at the next Retailers meeting.

**All present agreed** to include it as an agenda item at the next Retailers meeting.

KP

## 17. PUBLIC CONSULTATION HELD LAST YEAR

a) Cllr Marshall proposed to publish a summary of the results of the Public Consultation held last year on the Town Council's website.

Seconded by Cllr Parkinson.

**Resolved: to publish a summary of the results of the Public Consultation held last year on the Town Council's website.**

KP

b) Cllr Marshall proposed to contact individuals who have previously expressed an interest in volunteering at Town Council events, and for the Councillors to hand deliver letters to those residents who didn't leave a contact email address. Volunteer training costs to be allocated to the Civic and Democratic budget.

Seconded by Cllr Morgan.

**Resolved: to contact individuals who have previously expressed an interest in volunteering at Town Council events, and for the Councillors to hand deliver letters to those residents who didn't leave a contact email address. Volunteer training costs to be allocated to the Civic and Democratic budget.**

KP

## 18. FUTURE AGENDA ITEMS

To be advised.

## 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) Legal matters

b) the preferred contractor for tree works

c) the quotation for the summer planting and maintenance

d) the preferred contract for Fire & Security at the Wades Centre

e) the preferred tribute night act

f) the preferred comedy night act

g) the preferred supplier for replacement swings

Cllr Coombs 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 Morgan.

**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) Legal matters

Legal advice regarding a complaint

Cllr Hall proposed that the Town Council instruct solicitors to obtain legal advice in relation to a complaint, at an anticipated cost of approximately £440.

Seconded by Cllr Coombs.

**Resolved: the Town Council instructs solicitors to obtain legal advice in relation to a complaint, at an anticipated cost of approximately £440.**

SB

Entering into a Lease Agreement

Cllr Rawsthorne proposed to appoint an agent to negotiate the lease agreement and to instruct a solicitor for legal advice, with all associated fees up to £3,500 to be covered by the communications company. The Town Council considers the proposed site payment to be insufficient and is therefore willing to enter into negotiations to agree on a more appropriate level of compensation.

Seconded by Cllr Marshall.

**Resolved: to appoint an agent to negotiate the lease agreement and to instruct a solicitor for legal advice, with all associated fees up to £3,500 to be covered by the communications company.**

**The Town Council considers the proposed site payment to be insufficient and is therefore willing to enter into negotiations to agree on a more appropriate level of compensation.**

It was further **agreed** that Councillors who are also Buckinghamshire Council members will contact the Director of Communities for guidance on similar existing lease arrangements. **SB/Bucks Cllrs**

b) Tree works

The Clerk presented one quotation for consideration, as two other contractors approached were unable to provide quotes. The Council noted the efforts made to obtain multiple quotes, and Cllr G Hall proposed to proceed with the quotation provided. £ 6,300 + VAT

Seconded by Cllr Shipley.

**Resolved: To proceed with the quotation provided. £ 6,300 + VAT**

**KP**

c) Summer planting and maintenance

The Clerk presented one quotation for consideration, as two other contractors approached were unable to provide quotes. The Council noted the efforts made to obtain multiple quotes, and Cllr G Hall proposed to proceed with the quotation provided. at £10,937.50+ VAT

Cllr Hall proposed to approve the quotation

Seconded by Cllr Rawsthorne.

**Resolved: The Clerk presented one quotation for consideration, as two other contractors approached were unable to provide quotes. The Council noted the efforts made to obtain multiple quotes, and Cllr G Hall proposed to proceed with the quotation provided. at £10,937.50+ VAT**

**KP**

d) Fire & Security contract at the Wades Centre

The Clerk presented 3 quotations

1.£830

2.£1,095

3.£1083

Cllr Ball proposed to approve quotation No.1.

Seconded by Cllr

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

**S Boyle**

e) Tribute night act

Quotations for the tribute act were not available.

f) Comedy night act

The Clerk presented 3 quotations

1.£1,000

2.£1,083

3.£1,300

Cllr Marshall proposed to approve quotation No.1.

Seconded by Cllr Frost.

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

**S Boyle**

g) Replacement cradle swings, flat seat swings and an inclusive (pod) swing at the KGV park

The Clerk presented 4 quotations

1.£25,712

2.£26,623

3.£14,885

4.£15,019.24

Cllr Hall proposed to approve quotation No.3.

Seconded by Cllr Biss.

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

**KP**

**20. DATE OF NEXT MEETING.**

The next meeting of the Town Council will take place on Tuesday, 13<sup>th</sup> May 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.30 pm.