



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 24TH JUNE 2025 AT THE BRUSHWOOD SUITE, WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr M Walsh – Chair
Cllrs A Ball, J Biss, S Coombs, A Frost, I Churchill, C Morgan, I Parkinson, N Rawsthorne, A Turner
Susanne Barter – Clerk
Jayne Mylchreest – Administration Officer
5 members 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 McLauchlan and Hall who had work commitments and Cllr Davis who was on holiday.

Resolved: To note apologies from Cllrs McLauchlan, Hall and Davis.

2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 13TH MAY 2025.

Resolved: To agree and sign as a correct record the minutes of the 13th May 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 Parkinson declared a non-pecuniary interest in Agenda item No 16 as a member of the Risborough Area Residents Association.

4. PUBLIC FORUM

A representative from the Whiteleaf and Cadsden Residents Association addressed the members regarding the Poores Allotment Charity also known as the Monks Risborough Parochial Charities.

5. A REPORT FROM THAMES VALLEY POLICE

P.C. Powell reported on the following: -

- Staff structure
- Burglaries
- Anti-Social Behaviour Action Week
- Speeding
- Events attended
- Have Your Say Events

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

Cllr Walsh reported on the following: -

- Local Government funding
- Adult Social Care review
- Local Plan
- Pot holes
- Fix my Street review

7. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Commercial Services Committee 13th May 2025 10th June 2025 (draft)

Events & PR Committee 20th May 2025, 10th June 2025 (draft)

Planning Committee 20th May 2025, 3rd June 2025 (draft)

Town Committee 20th May 2025, 3rd June 2025 (draft)

Admin & HR Committee 23rd May 2025 (draft)

Finance Committee 27th May 2025 (draft)

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

8. CORRESPONDENCE

An email has been received from a local business regarding volunteering.

A local business is seeking ways to “give back” to the community and has offered the time of its staff for a day of volunteering.

It was **agreed by all present** to respond positively and suggest several volunteering opportunities, including assisting at The Princes Risborough Centre, supporting an event during Festival Week (the office is requested to send a copy of the Summer Festival Programme), helping with gardening at the Stratton Memorial Garden, or taking part in town tidying efforts in preparation for the Best Kept Village Competition. **JM**

An email has been received from a local football club

A local football club would like to make a minor addition to the lock-up facility at Wades Park, which they currently use. Permission is sought to construct a small lean-to structure to the side of the existing lock-up. They would like to discuss this and any amendments to the existing lease agreement required.

Cllr Walsh proposed to agree in principle, subject to a meeting being arranged to discuss the matter in more detail
Seconded by Cllr Rawsthorne.

Resolved: To agree in principle, subject to a meeting being arranged to discuss the matter in more detail. KP

9. A REPORT FROM THE MAYOR/DEPUTY MAYOR

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

10. TASK & FINISH GROUPS

a) Reports from the quarter 2 Task & Finish Groups

Business Plan –

Cllr Walsh reported that the group had met and will be making a recommendation at the next Town Council meeting.

Best Kept Village –

Cllr Walsh reported that the group had not met.

b) Review of the Task & Finish Groups

Cllr Walsh reported that a meeting had taken place and a recommendation will be made at the next Town Council meeting.

11. FINANCE

a) Cllr Biss proposed to approve the payment to Windowflowers for £ 15,562.50 + vat for the town summer planting.

Seconded by Cllr Ball.

Resolved: to approve the payment to Windowflowers for £ 15,562.50 + vat for the town summer planting.

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. CHAIRMANS BADGE AND CHAIN

Cllr Rawsthorne proposed to vire £1900 from the budgeted Election costs for 2025/2026 to cover the cost of the repairs of the Chairmans badge and chain.

Seconded by Cllr Ball.

Resolved: to vire £1900 from the budgeted Election costs for 2025/2026 to cover the cost of the repairs of the Chairmans badge and chain. SB

13. APPOINTMENT OF A TOWN COUNCIL TRUSTEE FOR THE POORS ALLOTMENT CHARITY ALSO KNOWN AS THE MONKS RISBOROUGH PAROCHIAL CHARITIES

Cllr Hall has resigned as a Trustee to the Pools Allotment Charity No 23791, also known as the Monks Risborough Parochial Charities.

Cllr Ball proposed to appoint Cllr Turner as the new Trustee.

Seconded by Cllr Walsh.

Resolved: To appoint Cllr Turner as a Trustee to the Pools Allotment Charity No 23791, also known as the Monks Risborough Parochial Charities. **SB**

14. TERMS OF REFERENCE

Cllr Coombs proposed to approve the recommendation from the Planning Committee to approve the Terms of Reference for the Planning Committee.

Seconded by Cllr Churchill.

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

Cllr Ball proposed to approve the recommendation from the Town Committee to approve the Terms of Reference for the Town Committee.

Seconded by Cllr Turner.

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

Cllr Churchill proposed to approve the recommendation from the Admin & HR Committee to approve the Terms of Reference for the Admin & HR Committee.

Seconded by Cllr Rawsthorne.

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

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

Seconded by Cllr Biss.

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

Cllr Frost proposed to approve the recommendation from the Events & PR Committee to approve the Terms of Reference for the Events & PR Committee.

Seconded by Cllr Coombs.

Resolved: to approve the recommendation from the Events & PR Committee to approve the Terms of Reference for the Events & PR Committee. **JM**

15. HEALTH AND SAFETY

The Health & Safety (H&S) Consultants have reviewed the Town Council's H&S Handbook and H&S Policy Manual, and have prepared updated versions of both documents for members' consideration.

a) Cllr Turner proposed to approve the Health and Safety Handbook.

Seconded by Cllr Morgan.

Resolved: to approve the Health and Safety Handbook. **JM**

b) Cllr Rawsthorne proposed to approve the Health and Safety Policy Manual.

Seconded by Cllr Ball.

Resolved: to approve the Health and Safety Policy Manual. **JM**

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

16. PLANNING APPLICATION 18/06916/FULEA

Cllr Turner had prepared a draft response, which was circulated to members prior to the meeting for consideration.

A meeting with the developer and councillors has been scheduled for 1st July to discuss the planning application in more detail.

Cllr Walsh proposed that authority be delegated to Cllrs Turner and Biss, together with the office, to finalise and submit the response incorporating any necessary amendments following the meeting, ahead of the deadline for comments to Buckinghamshire Council, the Planning Authority.
Seconded by Cllr Biss.
Resolved: to delegate to Cllrs Turner and Biss and the office to send the response with any amendments following the meeting, before the deadline for comments to Buckinghamshire Council, the Planning Authority.
AT/JB/JM

17. FUTURE AGENDA ITEMS

To be advised.

18. 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 CONTRACTOR FOR BOLLARDS IN THE AREA BETWEEN THE OFFICE AND DISABLED BAYS, STAFFAND LEGAL MATTERS

Cllr Walsh 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 Churchill.
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.

Preferred contractor for the installation of bollards outside of the Wades Centre

The Clerk presented 3 quotations
1.£ 2,363.00 + vat
2.£ 3,705.25 + vat
3.£ 5,418.00 + vat
Cllr Turner proposed to approve quotation No.1.
Seconded by Cllr Coombs.
Resolved: to approve quotation No.1.

KP

Staff Matters

Cllr Walsh reported that a member of the office staff has given notice to retire in September.
All present agreed for the Clerk to advertise an officer position.

KP

Legal Matters

Cllr Walsh proposed to contact a commercial property agent to obtain a rent assessment valuation on a Town Council property.
Seconded by Cllr Turner.
Resolved: to contact a commercial property agent to obtain a rent assessment valuation on a Town Council property.
SB

19. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday, 29TH July 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8.05 pm.