



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 30th SEPTEMBER 2025 AT THE BRUSHWOOD SUITE, WADES CENTRE,
STRATTON ROAD, PRINCES RISBOROUGH
AT 7.00 PM**

PRESENT

Cllr M Walsh – Chair
Cllrs A Ball, S Coombs, I Churchill, S Davis, I McLauchlan, C Morgan, I Parkinson, N Rawsthorne, A Frost.
Susanne Barter – Clerk
Tim Gower – 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 Cllr J Biss and Turner.

Resolved: To note apologies from Cllr Biss and A Turner.

No apologies were received from Cllr G Hall

2. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 12th AUGUST 2025.

Resolved: To agree and sign as a correct record the minutes of the 12th August 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.

Cllrs A Ball, I Churchill, M Walsh, N Rawsthorne declared an interest in agenda item 10 as they are members of the Rotary Club.

Cllr S Davis declared an interest in agenda item 15.

4. PUBLIC FORUM

A resident addressed the members on Highways matters. Cllr A Frost offered to keep the residents updated with possible solutions to the speeding problems they were experiencing and the sourcing of alternative signs as requested. **AF**

A REPORT FROM THAMES VALLEY POLICE

Thames Valley Police were unable to attend.

A REPORT FROM BUCKINGHAMSHIRE COUNCILLORS ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Walsh reported on the following: -

- Permission for Bloor Homes development
- Fair Funding
- Consultation on local plan
- Budgets

5. COUNCIL COMMITTEES HELD

To receive and note the minutes of: -

Finance Committee 26 August, 29th July 2025 (draft)

Planning Committee 2nd September 2025 (draft)

Town Committee 2nd September 2025 (draft)

Commercial Services Committee 9th September 2025 (draft)

Events & PR Committee 9th September 2025 (draft)

Admin + HR Committee 26 August 2025, 16 September 2025 (draft)

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

6. CORRESPONDENCE

Cllr I Parkinson declared an interest as a member of RARA

E-mail received from Buckinghamshire Council advising that a public consultation is taking place on the new local plan

All present agreed for Cllr M Walsh to draft a response for circulation to the members.

MW

E-mail from Buckinghamshire Council advising that the Bird in Hand listing as an asset of community value is due to expire on the 2nd of December 2025.

Cllr I Parkinson proposed that the Town Council nominate the Bird in Hand for Asset of Community Value status again. Seconded by Cllr S Coombs.

Resolved: the Town Council nominate the Bird in Hand for Asset of Community Value status again.

MF

E-mail received from a local resident regarding replacing the current digital 30mph sign that flashes on the A4010 with an alternative sign.

Cllr A Frost agreed to investigate the sourcing of alternative signs that show the speed of travel.

AF

Cllr M Walsh agreed to review the terms of the HS2 funding for the original signs.

MW

E-mails received from local residents concerning anti-social behaviour resulting from events taking place in the Brushwood Suite.

Cllr I Parkinson informed the members that restrictions are being discussed at the next Commercial Services meeting and that any anti-social behaviour should be reported to the police.

KP

E-mail received from a resident regarding the play area renovation.

Noted.

7. A REPORT FROM THE MAYOR/DEPUTY MAYOR

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

Cllr Walsh informed the Council that he had attended the Monks Risborough Horticulture Show, the Kop Hill Climb and represented the Town Council at the Bucks Highways Conference.

Cllr Churchill had not attended any events this month.

8. TASK & FINISH GROUPS

Reports from the quarter 3 Task & Finish Groups.

a(i) Review of the purpose of Task and Finish (T&F) Groups

The group had not met since June, at which time it was noted

- There continues to be a need for small groups to meet and discuss specific projects or issues rather than in the full Town Council.
- The availability of officers to support groups, bearing in mind the cost implications of overtime
- Establish the availability of councillors to attend group meetings regularly
- Each potential T&F group should prepare a background paper for TC to consider/approve
- Each T&F group to appoint a lead councillor/officer to drive the process

a(ii) Review of the Business Plan

Cllr Walsh reported the group had not met since July, at which time it was noted

- The council considers more opportunities for residents to meet with councillors, such as an open evening in the Brushwood Suite
- Consider advertising council projects more prominently, such as the renovations of the Dovecote
- Update the infographic showing the responsibilities of Bucks Council and PRTC
- Make better use of noticeboards
- Ask residents for feedback on a more frequent basis, particularly on the business plan.

a(iii) Best Kept Village

It was reported that the group had not met.

b. Task and Finish Group for Q4

Cllr I Churchill proposed that the following Task and Finish Groups be established for Q4, comprising the following councillors.

1. Wades Centre review – Cllrs A Ball, I Churchill, I Parkinson, M Walsh and S Davis. **AB,IC,IP,MW,SD,MF**
2. Business Plan review – Cllrs M Walsh, I Parkinson, C Morgan, I Churchill, N Rawsthorne and A Frost. **MW,IP,CM,IC,NR AF,MF**

Seconded by Cllr S Davis

Resolved: The Wades Centre review and the Business Plan review Task and Finish Groups are established for Q4

9.

FINANCE

a) Payments over £5000.

Cllr I Churchill proposed to approve the payment to Barnes and Wells Ltd for £7,560.00 for tree work.

Seconded by Cllr N Rawsthorne

Resolved to approve the payment to Barnes and Wells Ltd for £7560.00 for tree work.

SB

b) Income and expenditure to date

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

Noted.

c) Virement of funds.

Cllr A Frost proposed to approve the recommendation from the Events and PR Committee to vire £1,760.00 from the Civic and Democratic budget to the Events and PR budget to cover the cost of moving the Town Council e-mail system to an MS Exchange Server System.

Seconded by Cllr N Rawsthorne

Resolved: To approve the recommendation from the Events and PR Committee to vire £1760.00 from the Civic and Democratic budget to the Events and PR budget to cover the cost of moving the Town Council e-mail system to an MS Exchange Server System.

KP

d) Cllr Walsh proposed to vire £25,000.00 from the Maintenance Team budget to a new budget 'Restoring Risborough Fund'

Seconded by Cllr A Ball.

Resolved: To vire £25,000.00 from the Maintenance Team budget to a new budget 'Restoring Risborough Fund'.

10. Minor Grant Applications

Cllr A Frost proposed to approve the recommendation from the Finance Committee to approve the minor grant application from Risborough Youth Club for £159.99

Seconded by Cllr N Rawsthorne

Resolved: To approve the recommendation from the Finance Committee to approve the minor grant application from Risborough Youth Club for £159.99

SB

Cllrs I Churchill, M Walsh, A Ball, N Rawsthorne declared an interest in the following application and did not take part in the discussion or decision.

A minor grant application has been received from the Rotary Club for £400.00 towards a social event for elderly people living alone. It was noted that the maximum amount for minor grants is £250.00

Cllr S Coombs proposed to approve the minor grant application from the Rotary Club for £250.00 towards a social event for elderly people living alone.

Seconded by Cllr C Morgan

Resolved: To approve the minor grant application from the Rotary Club for £250.00 towards a social event for elderly people living alone.

SB

11. External Audit Report

The Auditor's Certificate for the annual return year ended 31st March 2025 has been received. On the basis of the auditor's review, in their opinion, the information in Sections 1 and 2 of the annual return is in accordance with the Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

12. Telecommunications Infrastructure

Cllr Walsh reported on the meeting with the acquisition and Planning Surveyor from Beaconcomms telecommunications infrastructure and proposed that the Town Council formally request a public meeting.

Seconded by Cllr S Davis

Resolved: that the Town Council formally request a public meeting with Beaconcomms telecommunications infrastructure on the proposed Telecommunications Infrastructure. **SB**

13. Policies

a. Cllr I Parkinson proposed to approve the recommendation from the Commercial Services Committee to update the bookings policy whereby any booking for the Wades Centre is cancelled if not paid seven days in advance.

Seconded by Cllr S Davis.

Resolved: To approve the recommendation from the Commercial Services Committee to update the bookings policy whereby any booking for the Wades Centre is cancelled if not paid seven days in advance. **S Boyle/TC**

b. To review the flag flying policy.

All present agreed to defer this discussion to the Town Committee for a recommendation to be presented to the Town Council in November. **SB**

All present further agreed that the bunting in the town is to be removed now that the Rugby World Cup is over. **S Boyle**

c. Cllr I Churchill proposed to approve the recommendation from the Admin and HR Committee to approve the IT policy.

Seconded by Cllr A Ball

Resolved: To approve the IT policy.

KP/SB

d. Cllr I Churchill proposed to approve the recommendation from the Admin and HR Committee to approve the lone working policy.

Seconded by Cllr A Ball

Resolved: To approve the lone working policy.

KP/SB

e. Cllr I Churchill proposed to approve the single-use plastics policy

Seconded by Cllr A Frost

Resolved: To approve the single-use plastics policy

KP/SB

f. Cllr A Ball proposed to approve the recommendation from the Admin and HR Committee to approve the Subject Access Request procedure.

Seconded by Cllr A Frost

Resolved: To approve the recommendation from the Admin and HR Committee to approve the Subject Access Request procedure.

KP/SB

g. Cllr I Churchill proposed to approve the recommendation from the Admin and HR Committee to approve the Scheme of Delegation.

Seconded by Cllr N Rawsthorne

Resolved: To approve the recommendation from the Admin and HR Committee to approve the Scheme of Delegation.

KP/SB

h. Cllr I Churchill proposed to approve the recommendation from the Admin and HR Committee to approve the expenses policy.

Seconded by Cllr S Davis

Resolved: To approve the recommendation from the Admin and HR Committee to approve the expenses policy

KP/SB

14. WHITE RIBBON INITIATIVE

In the absence of Cllr J Biss, it was **agreed by all present** to defer this agenda item to the next meeting. **SB**

15. 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 ACTIONS TO BE TAKEN CONCERNING TOWN COUNCIL LEASES AND STAFF MATTERS.

Cllr A 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 S Coombes

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.

SB

Valuation Report in respect of 39 High Street by Duncan Bailey Kennedy.

Cllr I Parkinson proposed to accept the recommendation by Duncan Bailey Kennedy for the annual rent to remain at £30,000.00 a year for the next 5 years for the existing lease.

Seconded by Cllr I McLauchlan

Resolved to accept the recommendation by Duncan Bailey Kennedy for the annual rent in respect of 39 High Street, to remain at £30,000.00 a year for the next 5 years.

Cllr Davis declared an interest in the next agenda item and left the meeting.

Staff Matters

Cllr I Churchill proposed the hourly rate for the Brushwood Suite Manager for the renewal of the fixed contract for a further 12 months.

Seconded by Cllr A Ball

Resolved: the hourly rate for the Brushwood Suite Manager for the renewal of the fixed contract for a further 12 months.

SB

Reduction in a tenant's lease

Cllr Parkinson proposed that a 30% reduction on the rent for a tenant be extended for one month, to October.

Seconded by Cllr I McLauchlan

Resolved that a 30% reduction on the rent for a tenant be extended for one month, to October.

SB

Outstanding Debt

Cllr I Parkinson proposed to approve a recommendation from the Commercial Services Committee that a tenant's deposit be offset against the outstanding debt, and that the Clerk issue a letter advising the tenant.

Seconded by Cllr A Ball

Resolved: to approve a recommendation from the Commercial Services Committee that a tenant's deposit be offset against the outstanding debt, and that the Clerk issue a letter advising the tenant.

SB

16. FUTURE AGENDA ITEMS

To discuss and decide on whether Princes Risborough Town Council registers and is involved with the White Ribbon initiative. (Cllr J Biss).

17. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday, 28th October 2025 at 7.00pm. to be held at the Wades Centre, Princes Risborough. The Meeting closed at 8:30pm.