

**MINUTES OF BUCKINGHAM TOWN COUNCIL MEETING HELD IN THE COUNCIL  
CHAMBERS ON 17TH JANUARY 2005 AT 7 PM**

**PRESENT**

Councillor	J. Barnett
	H. Cadd
	P. Collins
	Mrs. P. Desorgher
	D. Isham
	R. Lehmann
	H. Lewis
	G. Loftus
	H. Mordue
	Ms. R. Newell
	Mrs. P. Stevens
	Mrs. C. Strain-Clark
	P. Strain-Clark
	R. Stuchbury (Mayor)
Town Clerk	Ms. P. J. Heath

**TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. H. Saul.

**2539 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda.

**2540 THE MINUTES OF BUCKINGHAM TOWN COUNCIL MEETING**

It was proposed, seconded, and **RESOLVED**: that the minutes of the meeting held on 6th December 2004, subject to the following amendment and the Special Meeting held on 13th December 2004 be approved as a correct record and signed by the Chairman.

Proposed by Cllr. Lehmann, seconded by Cllr. Isham, and **AGREED** that minutes of 6th December 2004, minute number 2528, the sentence “The RFO (Responsible Financial Officer) was not asked nor allowed to comment on the procedures undertaken to check invoices.” be removed and replaced with “The Council did not agree with the advice given by the Clerk”

**2541 TOWN CLERK’S ANNOUNCEMENTS PER ATTACHED LIST**

Members were informed of the following announcements

NEWSLETTERS/BROCHURES

BCC – Safer Routes to School newsletter – Issue no 7  
BCC – AV Area Newsletter, Transportation Service – Issue Dec 2004  
BCC – Journal of Trading Standards - issue 27 winter 2004  
Bucks Community Action – in focus – issue no 27  
Bucks Drug Action Team – annual Report 2003/04  
BCC – Winter Safer Driving 2004-2005  
Clerks & Councils Direct – Issue no 37  
SLCC – The Clerk issue no 34/5  
NALC – Local Council Review issue no 56/5  
AVDC – News for the Parishes issue 1/2005

INVITATIONS AND NOTICES OF DIARY DATES (COPIES OF NOTICES ALREADY DISTRIBUTED)

12th/13th January Resources and Corporate Performance Scrutiny Committee – Royal Latin School

Members expressed concern that no one from the Town Council had attended this meeting

20th January 2005 – AV Local Committee at Winslow

27th January 2005 – AV North Sports Council AGM

DIS

Issue no 596 and 597

ROAD CLOSURES

8th February 2005 – Pancake Race Market Square

NEW LICENCES/TRANSFER OF LICENCES

Kings Head Public House to Kathy Burden, James Burden and Kirsty Jamison from Peter Cunningham and Michael Smith

Esso on the run, Ring Road – To Gareth Hankin from Hisham Naina-Marikar and Ramesh Chauhan

BP Connect Stratford Road – To Chris Woodcock, Andrew Aiston and Amanda Morton from Amanda Morton and Nilkanth Bhatti

*Cllr. R. Newell arrived*

**2542 RECEIPT OF COMMITTEE MINUTES**

**2542.1 PLANNING COMMITTEE - 13/12/04 & 10/1/2005**

Members agreed to accept the minutes of 10th January 2005 which had been circulated prior to the meeting but which had been missed off the agenda.

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed

**2542.2 FINANCE & ADMINISTRATION COMMITTEE - 20/12/04**

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

59/04 Precept 2005/2006

Following a question it was confirmed that the Committee did have the authority to suggest and implement the moving of budget headings between cost codes as an administration exercise.

**2542.3 ENVIRONMENT & PROPERTY COMMITTEE - 20/12/04**

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

Member's attention was drawn to the amended front page which had been circulated with the agenda showing Cllr. Saul as attending.

Following a question it was confirmed that the Caretaker would be doing the weekly checks on the play equipment.

**2542.4 EVENTS COMMITTEE - 10/01/04**

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*Cllr H. Lewis arrived at the start of the following discussion.*

81/2004 Gawcott Green

Members were informed that Cllr. H. Lewis had been designated by Gawcott and Lenborough Parish Council to represent them in the negotiations to transfer the land to them. Members expressed concern, feeling that Cllr. Lewis would have a conflict of interest. It was **AGREED** that the Clerk should contact Gawcott and Lenborough Parish Council to discuss the transfer.

**2542.5 CHAIRMEN'S STRATEGY GROUP - 01/12/04**

It was proposed, seconded and **RESOLVED** - that the above minutes, and any recommendation contained within, be confirmed.

*(It was **RECOMMENDED** that the Council adopt the NALC National Agreement on Terms and Conditions for our Town Clerk with effect from 01/04/2005)*

**AGREED**

Proposed by Cllr. Newell, seconded by Cllr. Isham, and **RESOLVED** to accept the wages scale recommendation of LC2 above substantive range of 35 - 38, starting at 35 single salary point, to be reviewed annually.

*(It was **RECOMMENDED** that the Council employ an additional clerical person on a permanent basis for 10 hours per week with effect from 01/04/2005 - the appropriate salary etc. to be agreed by Council after receiving advice from Councillor Newell.)*

**AGREED**

*(It was **RECOMMENDED** that the Council allow the Environment and Property Committee to give additional work to the caretaker if required as long as such additional costs are borne by the Environment and Property Committee)*

**AGREED** subject to the following alteration "that the Council allows additional work to be given to the Caretaker if required as long as such additional costs are borne by the appropriate committee".

*(It was **RECOMMENDED** that the Council instruct the Town Clerk to send all correspondence to the Committee Chairman or Mayor as appropriate for approval before dispatch and that the Committee Chairmen and Mayor deal with such correspondence in a timely fashion.)*

Cllr. Lehmann expressed concern at this recommendation and it was agreed to defer this recommendation to the end of the meeting to be heard under section 1(2) Public Bodies (Admission to Meetings) Act 1960.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Stevens, and **AGREED** to move items 11 - Notes on the Chairmen's Strategy Group 30/12/04 and Item 12 – Notes on the meeting with Bucks. CC on Transfer of Services to be heard next.*

**2543 NOTES ON THE CHAIRMEN'S STRATEGY GROUP MEETING 30/12/04**

It was proposed, seconded and **RESOLVED** - that the above notes be confirmed.

Recommendations from the above meeting, receive the notes on the meeting held on 6th January 2005, and agree the Council's position re Burial Authority.

Cllr. Mordue as Chairman of the Environment and Property Committee gave Members a brief outline of the options as listed in the notes of the 30<sup>th</sup> December and 6<sup>th</sup> January. Members discussed the options at length feeling that Buckingham had no option but to take over the complete management of the Cemetery and the burials. Members were made aware that AVDC's maintenance and administration would stop on 23rd January and the

Town Council would have to undertake the work from 24th January. There are already two funerals booked for 26<sup>th</sup> and 28<sup>th</sup> January; AVDC are undertaking the paperwork and Wyevalles are carrying out the actual grave digging. The Town Clerk informed Members that having spent a couple of hours with the officer in AVDC the office could, with suitable training, undertake the day to day administration of the burials but an experienced contractor dealing with the actual grave digging and cemetery health and safety was required. Wyevalles had been undertaking the work for AVDC, acting also as their representative at all funerals and checking the paperwork at the graveside, a legal requirement. It was agreed to join suitable professional bodies relating to cemetery management.

Proposed by Cllr. Mordue, seconded by Cllr. Stuchbury, and **RESOLVED** by 14 votes to 0 that:-

- a) The Town Council takes over the management of Brackley Road Cemetery as from 24th January 2005 and act as the burial authority.
- b) That Wyevalles be contracted for 1 year to undertake all grave digging, cemetery health and safety and act as the Council's representative checking all paperwork at the funerals.
- c) That the Environment and Property Committee be designated to oversee the management and to investigate Memorial Testing in Brackley Road Cemetery.

#### **2544 NOTES FROM THE MEETING WITH BUCKS CC - TRANSFER OF SERVICES**

Cllr. Mordue and Cllr. Collins spoke on the meeting held with Bucks. CC to discuss the transfer of services, explaining that much of the role would be that of eyes and ears of the Council reporting on defects and action undertaken. There would be some limited repair/renewal/maintenance work that could be undertaken by the designated employee with training. The timescale on the transfer would be 2005/2006 with much of the work not being done till 2006; the proposals still have to be agreed by the County Council's cabinet and legal department.

Concern was expressed over the financial aspect of the transfer and it was agreed to obtain detailed costing. Members were supportive in principle but requested that additional information be obtained.

*Cllr. H. Mordue left the meeting*

#### **2545 CORRESPONDENCE PER ATTACHED LIST**

BCC Personalised Travel Plans

BCC Speed Limit Review area 3 – responses to consultation

In response to a question querying the location of the revised 30MPH listed as Buckingham Road Gawcott, Members were told this was on the outskirts of Gawcott. Members again expressed concern at the intended speed limit at Gawcott Fields. Cllr. Lewis reported that the amendments had been as a result of a meeting between Gawcott and Lenborough Parish Council and the County Council Officers dealing with the review.

SEEDA South East Plan Consultation (leaflet sent)

NALC Asian Disaster legal update

Bucks & MK Rural Transport Partnership – copy of bid – dial a ride

Thames Valley Police – Crime details (Confidential)

Thames Valley Police – Crime details (confidential)

BCC Youth Centre – Update on CCTV

Cllr. Isham and Cllr. Lehmann declared a personal interest as members of the Management Committee.

BCC – Unlocking Buckinghamshire’s past

Members agreed to ask someone from the Historical Society to represent the Town Council.

BCC – Members/Stakeholders Survey

Members agreed that the Mayor and the Clerk complete the survey to be ratified at the Interim Council Meeting.

AVDC – County Divisions

AVDC – Parking Review Seminar

Members were reminded that this was on the same night as the E & P Committee, but that a representative from the Town Council should attend and the Mayor looked for volunteers from those Councillors not on the committee. Cllr. Cadd informed members that he would be attending as a District Councillor, any other member wishing to attend should contact the Clerk.

AVDC – Volunteer for Shadow Housing Board.

Members discussed the formation of the Shadow Board and the forthcoming choice being offered to AVDC Council’s tenants.

## **2546 REPORTS FROM BUCKINGHAM TOWN COUNCIL’S REPRESENTATIVES ON OUTSIDE BODIES**

### 2546.1 Buckingham Community Plan

Cllr. Barnett reported that the Community Plan sub-groups were continuing to meet and report regularly to the Steering Group.

### 2546.2 Buckingham Twinning Association minutes

Members noted the minutes of the Buckingham Twinning Association s meeting held on 5th January 2005, which had been circulated prior to the meeting.

### 2546.3 A.V. Vision 2031 minutes dated 8/10/2004

Members noted the minutes of the A.V. Vision 2031 meeting held on 8th October 2004 which had been circulated prior to the meeting. It was **AGREED** the Clerk should attend the next meeting to be held on 5th April 2005 in Aylesbury.

### 2546.4 Buckingham Community Centre

*Cllr. Isham declared a personal interest as a member of the Community Centre Management Committee.*

Cllr. P. Strain-Clark as a Town Council representative on the Community Centre Management Committee spoke on the lease between AVDC and Buckingham Town Council, the Town Council’s lease with the Community Centre Trustees, and the Community Centre’s Constitution. He noted that under the various documents the Community Centre must ask the Town Council’s permission before undertaking any work and not the Trustees as had previously been understood. Also the Trustees are appointed by the Management Committee and any vacancy filled by them and not by the remaining Trustees. Under the Constitution the Town Council has a right to appoint representatives on to the Management Committee but that these sit without a vote; currently all representatives have also been appointed at the AGM so enabling them to vote and influence the policies of the Management Committee.

Cllr. P. Strain-Clark would report to the Management Committee on his analysis of the documents.

2546.5 Buckingham Centre for the Arts

Cllr. Cadd as the Town Council's representative on the Buckingham Centre for the Arts Committee reported on the plans to use part of the University building, Fairburn Theatre, for film shows. The Steering Group would purchase the necessary equipment and run events on a regular basis. In response to a question Cllr. Cadd confirmed that a formal legal agreement was being drawn up to ensure that any equipment and facilities purchased by the Steering Group would remain in their ownership despite being in a private building.

**2547 TO RECEIVE ACCOUNTS FOR PAYMENT**

Proposed, seconded and **RESOLVED** that the invoices per attached list be approved.

**2548 TO RECEIVE FOR RETROSPECTIVE APPROVAL ACCOUNTS PAID.**

Proposed, seconded and **RESOLVED** that the payments made per the attached list be approved.

**2549 REPORT ON THE CABINET MEETING ON 11TH JANUARY RE CAR PARKING CHARGES & NOTIFICATION OF "CAR PARKING CHARGES AUDIT COMMISSION GUIDANCE"**

Cllr. Lehmann had obtained from the Audit Commission notification that the necessity to recoup expenses from chargeable services was a guideline and not a directive; this had not been made clear in recent communications from AVDC. Members noted the letter and thanked Cllr. Lehmann for the information.

The Mayor commented on the 5 year plan which had been agreed by AVDC at their recent Cabinet meeting, noting that the decision could still be called in by the Scrutiny Committee or not be ratified by the Full Council.

**2550 THE REDISTRIBUTION OF HOSPITAL SERVICES AND THE EFFECT ON BUCKINGHAM RESIDENTS**

The Mayor spoke on the increasing concern being expressed by residents at the redistribution of hospital services, primarily those which are now at Wycombe Hospital. The Mayor informed Members that he had written, as the Mayor, to those organisations involved with the decision asking for a dramatic rethink. He reported that many of the organisations had responded but did not seem to understand the concerns expressed in the original letters. Milton Keynes A & E did state they would accept any patient brought to them by the ambulance service for treatment.

The Mayor informed Members that he had arranged a public meeting on 19th January 2005 at the Chantry Chapel; all Members were invited to attend.

**2551 THE DISTRICT COUNCIL RESPONSE TO MINUTE NO 2510**

Members noted the response from Mr. R. Carr, Chief Executive of AVDC, on the non payment by the District Council of monies held in trust from Buckingham and Gawcott Development Company. Mr. Carr confirmed it was not the intention of the District Council to pay the money to Buckingham & Gawcott Charitable Trust but to use it to offset maintenance expenditure on Linden Village, land formally owned by the Development Company. Members were disappointed at the District Council’s decision; it is understood that the Trust would also be writing to AVDC to express concern that the money was still being withheld.

**2552 APPOINTMENT OF A DESIGNATED COUNCILLOR TO ACT AS BUSINESS LIAISON REPRESENTATIVE**

Buckingham Community Plan Group had written to the Mayor asking if Buckingham Town Council would like to appoint a designated Councillor to liaise with the Business Community. Members felt this would be a positive move but needed some information as to the frequency and timing of the meetings; the item was deferred. Cllr. Cadd and Cllr. Stevens expressed an interest, but in the meantime the Mayor would represent the Council at any meetings.

**2553 TO RECEIVE, IF REQUIRED, COMMENTS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no comments from the District and County Councillors.

**2554 MAYOR’S ITEMS FOR INFORMATION.**

There were no Mayor’s Items for Information

The following item deferred from minute no 2542.5 was heard under section 1(2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

**2555 CHAIRMEN’S STRATEGY GROUP DATED 01/12/04**

*(It was **RECOMMENDED** that the Council instruct the Town Clerk to send all correspondence to the Committee Chairman or Mayor as appropriate for approval before dispatch and that the Committee Chairmen and Mayor deal with such correspondence in a timely fashion.) Cllr. Lehmann expressed concern at this recommendation and it was agreed to defer this recommendation to the end of the meeting to be heard under section 1(2) Public Bodies (Admission to Meetings) Act 1960*

CHAIRMAN ..... DATE .....