

**MINUTES OF THE BUCKINGHAM TOWN COUNCIL MEETING HELD AT  
BUCKINGHAM COUNCIL CHAMBERS ON MONDAY 27th OCTOBER 2008 AT 7 PM.  
after a public session.**

<b><u>PRESENT</u></b>	Councillors	H. Cadd Mrs. G. Collins P. Collins Mrs. P. Desorgher P. Hirons D. Isham G. Loftus R. Lehmann A. Mahi H. Mordue (Mayor) M. Smith Mrs P. Stevens R. Stuchbury M. Try W. Whyte
	Town Clerk	Ms. P. J. Heath MILCM

**APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors T. Bloomfield and Ms. R. Newell.

**3187 DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

Declarations of interest for items on the agenda were received from  
Cllr. Collins personal interest on agenda item 16.7 as a Buckingham General Charities Trustee.  
Cllr. Isham personal interest on agenda item 16.7 as a Buckingham General Charities Trustee  
Cllr. Cadd personal interest on agenda item 16.7 as a Buckingham General Charities Trustee  
Cllr. Mordue personal interest on agenda item 16.7 as a Buckingham General Charities Trustee  
Cllr. Lehmann personal interest on agenda item 9 as a member of the Youth Centre Management Committee.  
Cllr. Whyte personal interest on agenda item 5.5 as a Buckingham Heritage Trust Trustee.  
Cllr. Smith personal interest on agenda item 5.5 as a Buckingham Heritage Trust Trustee.

**3188 THE MINUTES OF TOWN COUNCIL MEETING**

It was proposed, seconded and **RESOLVED**: that the Minutes of the meeting held on 8<sup>th</sup> September 2008 be approved as a correct record and signed by the Chairman.

## **3189 TOWN CLERK'S ANNOUNCEMENTS**

Members were informed of the following items

### **3189.1 NEWSLETTERS/BROCHURES**

THE FOLLOWING BROCHURES AND NEWSLETTERS ARE IN THE OFFICE  
OPTIONS – SEPTEMBER 2008, OCTOBER 2008  
BUCKS. PLAYING FIELD ASSOCIATION NEWSLETTER SUMMER 2008  
CLERKS & COUNCILS DIRECT SEPTEMBER 2008  
BUCKINGHAMSHIRE & MILTON KEYNES RURAL STRATEGY 2008 – 2012  
BUCKINGHAM AREA NEWSLETTER OCTOBER 2008  
BUCKINGHAM COMMUNITY WILDLIFE PROJECT NEWS – AUTUMN 2008  
BUCKINGHAMSHIRE COMMUNITY ACTION – IN FOCUS AUTUMN 2008  
TOWN & PARISH STANDARD – SEPTEMBER 2008

### **3189.2 DIS ISSUES NUMBER 691, 692, 693, 694.**

### **3189.3 DIARY DATES – DETAILS ALREADY CIRCULATED TO MEMBERS**

8TH NOVEMBER 2008 – AVALC AGM AT 10AM  
9TH NOVEMBER 2008 – REMEMBRANCE DAY PARADE (COPIED TO ALL ON 13.10.08)  
14TH NOVEMBER 2008 – BALC AGM AT 7.30

## **3190 RECEIPT OF COMMITTEE MINUTES**

### **3190.1 PLANNING – 15.09.08 & 06.10.08**

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

### **3190.2 ENVIRONMENT & PROPERTY – 22.09.08**

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

*(610.1 Proposed by Cllr. Collins, seconded by Cllr. Stevens, and **RECOMMENDED** by 12 votes to 0 that the Council makes provision to move the office to Cemetery Lodge.)*

**AGREED**

*(613 Proposed by Cllr. Isham, seconded by Cllr. Collins, and **RECOMMENDED** that the Council adopts the amended Acquisitions Transfer Policy document as attached to the minutes.)*

**AGREED**

*(615 Proposed by Cllr. Isham, seconded by Cllr. Collins, and **RECOMMENDED** by 12 votes to 0 that the Town Council buys into AVDC's toilet cleaning and maintenance contract for Chandos Park Toilets and for the proposed toilets in the new extension.)*

**AGREED**

### **3190.3 EVENTS - 29.09.08**

Following an extensive discussion on the wording of the minutes in relation to the Market Sub-Group it was proposed by Cllr. Stevens, seconded by Cllr. Isham, and **AGREED** that the minutes should be returned to the Committee for amendment before being presented for ratification.

### **3190.4 FINANCE & ADMINISTRATION - 13.10.08**

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

*(446 Proposed by Cllr. Stuchbury, seconded by Cllr. G. Collins, and **RECOMMENDED** by 11 votes to 0 that a grant allocation to the Buckingham Centre for the Arts be considered at precept at an amount of £1000 for the 3 financial years of 2009/10, 2010/11, 2011/12, the grant to be designated for the Film Place project only.)*

**AGREED**

*(448 Proposed by Cllr. Smith, seconded by Cllr. Mrs G Collins, and **RECOMMENDED** that the Council increases its staff by an additional full time position of Administration Officer and to increase the hours of the part time grounds man to that of a full time position.*

*An amendment was proposed by Cllr. Whyte, seconded by Cllr. Lehmann, that the words "Administration Officer" be changed to "Green Spaces and/or Management Officer".)*

**AGREED**

*(448 Proposed by Cllr. Try, seconded by Cllr. Whyte, and **RECOMMENDED** that the Green Spaces and/or Management Officer will not be employed until the Town Council has adequate office facilities for its staff.)*

**AGREED**

443.2 The Chairman of the Events Committee gave a brief explanation of the Market Income; a full briefing would be given at the next Events Committee meeting.

450 – The members supported the attendance of Members at the BRAG meeting in Gt. Missenden.

### **3190.5 BUCKINGHAM PLAN COUNCILLORS WORKSHOP - 6.10.08**

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

A copy of the plan with amendments made at the meeting had been included with the minutes. Members were circulated with a revised document using the same text but with an improved layout; this was explained by the Chairman of Planning. The Members were informed that Bucks. Community Action had finally responded with some suggestions as to the change in the layout and wording.

Following discussion it was proposed by Cllr. Stuchbury, seconded by Cllr. Smith, and **RESOLVED** that the Council agree the text as per the Buckingham Plan document circulated with the minutes.

Proposed by Cllr. Whyte, seconded by Cllr. Smith, and **AGREED** that the workshop group would meet to decide on the presentation layout of the document, and pictures to be included; Bucks. Community Action would be invited to the workshop.

## **3191 CORRESPONDENCE**

The following correspondence had been circulated prior to the meeting.

3191.1 AVDC News for the Parishes

In response to a question as to whether the Council could use Community Chest money to pay for the Youth Centre requested funding, Members were informed that the Town Council had allocated funding for the Youth Centre and that the Town

Council could not apply for the Community Chest fund on behalf of another organisation.

3191.2 Thames Valley Police – Crime Details (Confidential)

3191.3 BCC School Travel Planning

Members noted with concern that neither of Buckingham Secondary schools had a school travel plan; Members asked that the schools be asked to consider this as a matter of urgency.

3191.4 BCC Weight Restriction – Castle Bridge

3191.5 BCC Local Area Forum Delegated Budget

Members discussed the types of project that could be put forward for delegated funding from the Local Area Forum.

Proposed by Cllr. Smith, seconded by Cllr. Stevens, and **AGREED** that the projects raised by Members be discussed and agreed to be submitted; Members to provide supporting papers, costing or details of their proposed projects for the meeting on 24<sup>th</sup> November 2008.

**ACTION ALL COUNCILLORS**

### **3192 ACCOUNTS FOR PAYMENT**

Proposed, seconded and **RESOLVED** that the invoices per attached list be approved except for the invoices for the web site created under the Community Plan (Reality Centre) - these would be passed to the Buckingham Community Plan Economic Group for approval.

Members discussed the payments to David Cole Architects and asked the Town Council Premises Committee to review all consultancy fees.

### **3193 ACCOUNTS FOR RETROSPECTIVE PAYMENT**

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

### **3194 TO DISCUSS THE GRANT REQUEST FROM BUCKINGHAM YOUTH CENTRE DEFERRED FROM FINANCE AND ADMINISTRATION COMMITTEE ON 13.10.08 (ORIGINALLY DEFERRED FROM F & A 26.08.08 & COUNCIL 08.09.08).**

Cllr. Isham declared a personal interest as the AVDC's appointed representative on the Management Committee.

Proposed by Cllr Stuchbury, seconded by Cllr Collins, and **AGREED** to provide the total requested funding.

**3195 TO RECEIVE THE PRESS RELEASE FROM ENVIRONMENT AGENCY; TO RECEIVE THE JOINT PRESS RELEASE IN RESPONSE; TO RECEIVE AVDC LETTER TO EA; TO RECEIVE UPDATE ON THE FLOOD FORUM MEETING 30<sup>TH</sup> OCTOBER 2008. TO AGREE TO INVITE THE CHAIRMAN OF ANGLIAN REGIONAL FLOOD DEFENCE COMMITTEE TO A FUTURE COUNCIL MEETING.**

The Town Clerk explained what the Flood Forum Fair was about; Members noted the incorrect description in the agenda in that it is a fair and not a meeting.

Members discussed the briefing note from the Environment Agency stating that the flood alleviation scheme which has been agreed was being dropped. Members noted the response by AVDC, BCC and the Town Council included in a joint press release. Members expressed concern over the decision and wished to know the reasons why this had been taken.

It was proposed by Cllr. Stuchbury, seconded by Cllr. Whyte, and **RESOLVED** to invite the Chairman of the Anglia Region Flood Defence Committee to a meeting with representatives from the Town Council.

Members noted the river maintenance work carried out earlier in the year and the positive effect this had had when a severe flood warning was issued in June. The work had been undertaken with the Internal Drainage Board and although the Environment Agency had indicated that increased river maintenance would be carried out Members felt a representative on the Internal Drainage Board would assist in keeping the board informed and put pressure on the Environment Agency to keep their undertaking.

**ACTION THE TOWN CLERK**

Proposed by Cllr. Stuchbury, seconded by Cllr. Lehmann, and **RESOLVED** to write to the Minister of Environment to ask for a review of the decision taken to stop the Buckingham Flood Alleviation Project and to copy in the MP, asking him to raise a question in the House – agreed by 14 votes to 0.

**ACTION THE TOWN CLERK**

**3196 TO RECEIVE THE NOTES FROM THE PARKING MEETING HELD ON 24<sup>TH</sup> SEPTEMBER AND DISCUSS THE ISSUES ARISING FROM THE MEETING. – CLLR. MORDUE**

A copy of the notes from the 24<sup>th</sup> September meeting which had been taken by Cllr. Mordue had been circulated prior to the meeting. Members were informed that no response had been received from AVDC since that meeting, and concern was expressed that though further information had been requested from the officers at AVDC this had not been received. Members discussed the current parking problems in Buckingham and the increased requirement with the building of new homes in the area.

It was **AGREED** to write to the AVDC officers asking:

- For a response concerning the additional information requested.
- For a wider discussion on the future of parking in Buckingham; could the Athletic Club ground be used for long term parking?
- What is the current situation for car parking to the rear of Woolworths being included in development plans?

**ACTION THE TOWN CLERK**

**3197 TO DISCUSS THE REVIEW OF THE LOCATION AND ENFORCEMENT OF PARKING AND LOADING BAYS – MARKET HILL – CLLR. WHYTE**

An email from Mr. G. Shaw had been circulated with the agenda. Following a discussion, Members agreed with the points raised and it was **AGREED** to write to AVDC to request a change in the parking and loading bays location and times in Market Hill.

**ACTION THE TOWN CLERK**

**3198 CONSULTATIONS – TO RECEIVE THE FOLLOWING CONSULTATION DOCUMENTS AND AGREE IF THE TOWN COUNCIL WILL RESPOND AND THE FORMAT OF THAT RESPONSE**

3198.1 Healthy Communities Partnership - Consultation on community's strategy (copied to all councillors 10.09.08) – by 05.11.08

It was agreed to comment on the strategy in the affirmative supporting the strategy in the format laid out in the consultation.

3198.2 BCC - LPT2 Progress report Consultation (copied to all councillors on 10.09.08) as deadline before the Council meeting – by 17.10.08

It was **AGREED** the Town Council would not comment.

3198.3 DC & LG Communities in Control – The Making and enforcement of Byelaws - by 20.11.08

It was **AGREED** that the Town Council would not make a response to the consultation.

**3199 TO RECEIVE A REPORT FROM THE CHAIRMAN ON STAFF CHANGES AND AGREE ACTIONS ARISING FROM THOSE CHANGES; TO RECEIVE DETAILS OF THE DEPUTY TOWN CLERK AND TO CONFIRM THEIR APPOINTMENT**

The Chairman informed the Members that the Town Clerk had submitted her resignation which will take effect on 4<sup>th</sup> January 2009, with a request to use up some of her holiday entitlement and leave on the 17th December 2008, this was agreed subject to the Chairman of Finance and Administration agreeing the figures; the Town Clerk had been employed by the Town Council for 13 years.

It was proposed by Cllr. Collins, seconded by Cllr. Smith, and **RESOLVED** that the Mayor and the Chairmen of the Standing Committees be delegated authority to agree the advertisement for the position; the Job Description and Person Specification; and to shortlist, interview and appoint the new Town Clerk. Cllr. Newell and the Town Clerk to act as advisors at all stages and be present at the interviews.

Proposed by Cllr. Lehmann, seconded by Cllr. Cadd, and **AGREED** that the budget for the advertisements be up to £2500 from contingencies and that the adverts would be placed in sector-related publications only.

Members were informed that the new Deputy Clerk would start on 17<sup>th</sup> or 24<sup>th</sup> November.

*Proposed by Cllr. Stuchbury, seconded by Cllr. Stevens, and agreed that the Council would hear this item under section 1(2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the information to be discussed.*

**3200 TO RECEIVE A VERBAL REPORT ON THE STATE OF THE RETAINING WALL AT CHURCH HILL – CLLR. SMITH**

*Proposed by Cllr. Mordue, seconded by Cllr. P. Collins, and AGREED to move to the confidential items on the agenda, items no 19, 20, and 21 before going back into public session*

**3201 TO RECEIVE THE FOLLOWING MINUTES/NOTES AND ADOPT ANY RECOMMENDATION CONTAINED THEREIN**

To receive for approval the confidential minutes of Buckingham Town Council meeting held on 8<sup>th</sup> September 2008.

**3202 TO RECEIVE DETAILS OF THE CLIENT REPRESENTATIVE COSTING AND PERSON SPECIFICATION – CLLR. MORDUE, CLLR. WHYTE**

**3203 TO DISCUSS THE AWARDING OF “FRIEND OF BUCKINGHAM” – CLLR. LEHMANN**

*Proposed by Cllr. Stevens, seconded by Cllr. Lehmann, and AGREED to resume the agenda and invite the public and press to return.*

**3204 TO RECEIVE REPORTS FROM BUCKINGHAM TOWN COUNCIL’S REPRESENTATIVES**

Members noted the reports and minutes circulated as listed

A V Association of Local Councils report 16.10.08

It was **AGREED** that Cllr. Whyte and Cllr. Isham would represent Buckingham Town Council at the AVALC AGM.

AV Local Area Forum (Local Committees)

AV North Sports Council

Buckingham Arts Steering Group

Buckingham Community Centre min 24.07.08

Buckingham Community Wildlife Project

Buckingham General Charities Letter dated 09.09.08 (action required)

The letter received from the General Charities asking the Town Council to give up one of its representatives was discussed; those Members who represent the Town Council pointed out that residents from Gawcott already sit on the board and that the trustees have the power to appoint additional members, therefore the Council decided to keep all 3 of its representatives.

Buckingham Partnership minutes 18.09.08

Buckingham Youth Centre

Bucks Association of Local Councils

Citizens Advice Bureau

Buckingham Licensing Forum

Neighbourhood Action Group min 24.09.08

Buckingham Economic Group min 10.09.08

Public Transport Consultative

**3205 RECEIVE, IF REQUIRED, COMMENTS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no comments from the District and County Councillors present at the meeting.

**3206 TOWN MAYOR'S ITEMS**

3206.1 Training courses

AVALC – 30<sup>th</sup> October 2008 Village Hall & Playgrounds – as per details circulated.  
It was agreed that Cllr. Smith would attend.

Wendover planning training – 17<sup>th</sup> November 2008 – this had been received after the agenda had been set; the details had been circulated - it was agreed that Cllr. Whyte and Cllr. Hirons would attend.

3206.2 Bonfire & Firework Displays

Members were reminded that the firework display would be held on 1<sup>st</sup> November starting at 7 pm.

3206.3 Remembrance Day Parade

Member were reminded that the parade would depart from the car park at 10.15 – 10.30 am.

3206.4 Support for homeless youngsters in Buckingham

The Chairman explained that an agreement was being formed between AVDC Housing, and Christian Housing Fellowship to find ways of providing housing for young people who are currently technically homeless.

Meeting closed at 10.10 pm

**CHAIRMAN..... DATE.....**