

**BTC/04/21**

Minutes of a meeting of the **Full Council** of Buckingham Town Council held on Monday 12<sup>th</sup> July 2021 @ 7pm at the Lace Hill Sports and Community Centre, Buckingham, MK18 7RP

**Present:**

- Cllr. M. Cole JP
- Cllr. G. Collins
- Cllr. M. Gateley
- Cllr. S. Hetherington
- Cllr. H. Mordue
- Cllr. L. O'Donoghue
- Cllr. A. Osibogun
- Cllr. A. Ralph
- Cllr. R. Stuchbury
- Cllr. M. Try
- Cllr. R. Willett

**In attendance:**

- |                        |                            |
|------------------------|----------------------------|
| Mr. P. Hodson          | Town Clerk                 |
| Mrs. N. Stockill       | Committee Clerk            |
| Miss B. Dowden         | Office Apprentice          |
| Cllr. Caroline Cornell | Buckinghamshire Councillor |

**PUBLIC SESSION**

A member of the public attended Full Council to raise residents' concerns over the approval of an application for a 24 hour Premises Licence at the BP petrol station on Stratford Road.

The following concerns were outlined on behalf of three near neighbours of the BP petrol station:

- Research shows that delivery of alcohol to a home address has resulted in significant increase of underage drinking
- If the business model is to be successful, then it will result in an increase of movements of delivery vehicles
- The filling station is within a residential area, including housing for the elderly. The increased traffic will create a loss of amenity.
- The current CCTV camera does not cover neighbouring streets and residential areas where disturbances late into the evening have already awoken elderly neighbours.
- Simply Foods Connect do not currently display notices for customers and staff to respect the fact that they are in the middle of a residential area. This is despite a condition that they should do so.
- There is concern that staff may be intimidated by intoxicated customers demanding they are sold alcohol in person outside of the 11pm restrictions.
- The grant of the policy contravenes the policy that no alcohol will be sold after 1.30am and disregards the Buckingham Terminal Hours Policy which has been instrumental in dealing with late night disturbances in the town.

## 221/21 Apologies for Absence

Members received and accepted apologies from Cllrs. Schaefer, Harvey, Ahmed and Whyte.

## 222/21 Declarations of Interest

Cllr. Stuchbury declared an interest in agenda item 17 (Community Board) as a Member of the Buckingham & Villages Community Board.

Cllr. Gateley declared an interest in agenda item 14 (Neukirchen-Vluyn's 40<sup>th</sup> Anniversary of Becoming a Town) as a member of the Twinning Association.

*Members **AGREED** to bring forward item 18 (Premises Licence at the BP petrol station on Stratford Road) for the benefit of the members of the public present.*

## 223/21 Premises Licence at the BP petrol station on Stratford Road to remove the current restriction on the sale of alcohol from 8am to 11pm to allow alcohol sales 24 hours

Cllr. Cole thanked the Members of public present and those that could not attend, for representing the town at the licence sub-committee.

Proposed by Cllr. Cole, seconded by Cllr. O'Donoghue and unanimously **AGREED** to oppose the premises licence with a formal appeal through the High Wycombe Magistrates Court at a cost of £23.50.

### **ACTION TOWN CLERK**

Members **AGREED** for Cllr. Cole to represent the Town Council at the appeal hearing. Cllr Mordue agreed to deputise if required, as the date is not yet known.

*Members thanked the members of public for attending. Members of the public left the meeting at this point in the agenda.*

Proposed by Cllr. Stuchbury to issue a press release regarding the Council's decision to submit an appeal. A vote was taken and the results were:

3: in favour

7: against

Motion fell.

## 224/21 Minutes

Members received and **AGREED** the minutes of the Full Council Meetings held on:

Monday 17<sup>th</sup> May 2021 (Annual Statutory)

**Copy previously circulated BTC/01/21**

Monday 17<sup>th</sup> May 2021

**Copy previously circulated BTC/02/21**

Monday 28<sup>th</sup> June 2021

**Copy previously circulated BTC/03/21**

## 225/21 Interim Minutes

Members received and **AGREED** the minutes of the Interim Council meetings held on:

Monday 7<sup>th</sup> June 2021

**Copy previously circulated IM/01/21**

Monday 28<sup>th</sup> June 2021

**Copy previously circulated IM/02/21**

## **226/21 Planning Working Group**

Members received the minutes and confirmed the recommendations therein of the Planning Working Group meetings held on:

Monday 24<sup>th</sup> May 2021

Tuesday 8<sup>th</sup> June 2021

Monday 28<sup>th</sup> June 2021

**Copy previously circulated PL/01/21**

**Copy previously circulated PL/02/21**

**Copy previously circulated PL/03/21**

## **227/21 Town Centre and Events Working Group**

Members received the minutes and confirmed the recommendations therein of the Town Centre and Events Working Group meetings held on:

Wednesday 2<sup>nd</sup> June 2021

Monday 21<sup>st</sup> June 2021

**Copy previously circulated TCE/01/21**

**Copy previously circulated TCE/02/21**

### **173/21 Summer Entertainment Programme**

Members received and discussed a written report from the Town Centre Manager. Proposed by Cllr. O'Donoghue, seconded by Cllr. Mahi and unanimously **AGREED TO RECOMMEND** that the town centre entertainment is postponed until Saturday 24<sup>th</sup> July when it is hoped that that Covid 19 restrictions will be lifted. Those acts already booked will be offered alternative dates. It was **AGREED TO RECOMMEND** to extend the entertainment to the first Saturday of September 2021 and transfer any underspend to Music not in the Market.

Members unanimously **AGREED** the recommendation

## **228/21 Environment Working Group**

Members received the minutes and confirmed the recommendations therein of the Environment Working Group meeting held on Monday 14<sup>th</sup> June 2021

**Copy previously circulated E/01/21**

## **229/21 Resources Working Group**

Members received the minutes and confirmed the recommendations therein of the Resources Working Group meeting held on Monday 5<sup>th</sup> July 2021 (other than those received within the Confidential Session)

**Copy previously circulated R/01/21**

### **211/21 Sustainable Purchasing and Procurement Policy**

Members **AGREED** to **RECOMMEND** to Full Council to adopt a Sustainable Purchasing and Procurement Policy

**AGREED**

### **212/21 Internal Audit Report and Action Updates**

Members received the Internal Audit Report and discussed the Auditor's observations. Members **AGREED** to **RECOMMEND** the report to Full Council.

**AGREED**

## **230/21 Staffing (Confidential Matters) Working Group**

Members received the minutes of the Staffing (Confidential Matters) Working Group held on Monday 5<sup>th</sup> July 2021

**Copy previously circulated SC/01/21**

## **231/21 To receive and question reports from Buckinghamshire Council Councillors**

Cllr. Mordue reported on his attendance at meetings of the Standards and General Purposes Committee on the 7<sup>th</sup> July 2021

Cllr. Stuchbury reported on his attendance a meeting of the Executive Committee of the Buckinghamshire & Milton Keynes Fire Authority and the Children's Services Select Committee. Cllr. Stuchbury confirmed he would be presenting a motion at the next meeting of the Full Council of Buckinghamshire Council to query the environmental impact of the Oxford to Cambridge arc.

Cllr. Osibogun reported on Buckinghamshire Council's progress within the section 19 flood investigation report.

### **232/21 Action List**

Public Health Meeting (912/20) – Cllr. Stuchbury asked for an update on the promise to Buckingham by Buckingham Town Council to hold a public meeting to discuss health provision. The Town Clerk said that October and November would be a reasonable time frame, so long as partners were available.

### **233/21 Climate Emergency Action Plan Quarterly Update**

Members received and noted the updated Action Plan.

### **234/21 Covid 19 and Review of Future Meetings**

Members received and discussed a written report from the Town Clerk and thanked Cllr Try and Officers for facilitating meetings at Lace Hill. The following report recommendations were unanimously **AGREED**:

- That all Council, committee and sub-group meetings are held in the Council Chamber from 1st September 2021, unless government advice or legislation changes to prohibit this
- That all Committees and sub-groups are restored to their full status from 1<sup>st</sup> September 2021, and that the additional powers delegated to the Town Clerk are revoked from that date.
- That all meetings are held via Zoom to enable virtual participation by non-Councillors.
- That all meetings are streamed via YouTube and saved for future viewing.

### **235/21 Neukirchen-Vluyn's 40<sup>th</sup> Anniversary of Becoming a Town**

Members received a written report from the Town Clerk and held a discussion over alterations to the town's welcome signs. Members **AGREED** for the Town Clerk to investigate the current situation with Highways and report back to a future meeting of the Town Centre & Events and Full Council

**ACTION TOWN CLERK**

Members unanimously **AGREED** that the Town Council send its best wishes and congratulations to the Mayor and residents of Neukirchen-Vluyn, on the occasion of the 40th anniversary of becoming a town.

**ACTION TOWN CLERK**

### **236/21 Proposed Electoral Boundary Change**

Members received the proposed change and discussed a response from the Town Council [https://www.bcereviews.org.uk/node/6488?postcode=MK181TL&fbclid=IwAR1H9Ix5l3lByHyZNRq5x4Vzxm\\_0EFbzHmjbtwpGIBFBdQuk3GY0s0Cjk](https://www.bcereviews.org.uk/node/6488?postcode=MK181TL&fbclid=IwAR1H9Ix5l3lByHyZNRq5x4Vzxm_0EFbzHmjbtwpGIBFBdQuk3GY0s0Cjk)

Cllr. Davies said Buckingham will be included in a constituency that crosses the boundary with Milton Keynes Council, around Bletchley - becoming the Buckingham and Bletchley

12<sup>th</sup> July 2021

DRAFT MINUTES

page 4 of

*PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.*

Initial.....

Constituency effectively losing the Claydons, Twyford, Marsh Gibbon, Grendon Underwood, Edgcott and Poundon to a new Princes Risborough constituency.

Proposed by Cllr. Davies and seconded by Cllr. Stuchbury for the Town Clerk to respond on behalf of the Council.

An amendment was proposed by Cllr. Stuchbury and accepted by Cllr. Davies for the Town Clerk to respond on behalf of the Council with no recommended changes, other than to note that the realignment with split between two principle unitary authorities.

A vote was taken and the results were:

In Favour: 12

Against: 1

The amended motion became the substantive motion and a further vote was taken.

Substantive motion

In Favour: 12

Against: 1

The Substantive Motion was carried.

### **237/21 Review of Town Council Objectives and Business Plan**

Members received and discussed a written report from the Town Clerk. Cllr. Stuchbury suggested the workshops be postponed for 12 months until new councillors have time to acquaint themselves with the workings of the Town Council. Cllr. Try said if there were concern then Councillors could add a break clause to review the business plan in 12 months.

Cllr. Try said the workshop sessions should be held in the evenings in September and October from 18:00, to allow for Councillors' working arrangements.

A vote was held on the report recommendation to hold two workshops to review the Council's Aim and Objectives. The first workshop would start with a blank sheet, and provide a facilitated, informal session for Councillors to decide what objectives should be set for the next five years. The second session would enable Councillors to further explore those draft objectives in light of the wider context, the Council's current service provision, any relevant evidence and stakeholder information.

Votes in favour: 12

Abstentions: 1

**ACTION TOWN CLERK**

### **238/21 Buckingham & Villages Community Board**

238.1/21 To receive and discuss a written report from the Town Clerk

*Cllr Osibogun declared an interest as a member of the Buckingham and Villages Community Board.*

Proposed by Cllr. Stuchbury and seconded by Cllr. O'Donoghue that Councillors agreed for the projects listed to be developed by officers and pursued by Councillors who attend Community Board sub-groups.

Possible Projects

- Feasibility study and then installation of a performance space in the Heartlands. This may be covered, and may involve some earthworks to make the most

appropriate seating. The land is owned and managed by Buckinghamshire Council.

- Installation of a BMX pump-track. This may be in the Heartlands if permission is provided, otherwise an alternative location would be needed.
- Feasibility study and then installation of a kiosk and possibly public toilets on the edge of Bourton park.
- Installation of a sculpture in one of the parks following public engagement as to the location and nature of the piece.
- Review and design work for changes to the Town Centre, following discussion by the EDWG and Economic and Covid Recovery Sub-Group of the Community Board.
- Digital notice board(s) for the town centre.
- 20mph speed-limit feasibility study

That the Council formally submits a request for the Community Board to fund and arrange the Feasibility Study to investigate 20mph speed limits in the town as described in Appendix F. The outcome of the study would be a costed scheme to implement measures that are allowable and appropriate.

A vote was taken and the results were:

In favour 10

Abstentions 3

238.2/21 20mph Speed limits noted

238.3/21 Members **AGREED** the following Town Council representatives for each of the Community Board Action-groups:

- Improving the Environment – Cllr. Willett
- Transport and Highways
- Supporting Economic Recovery
- Youth – Cllrs. O'Donoghue and Willett

Town Clerk to circulate details of the Community Board Action Groups to all councillors to see if any absent Members could attend and to add to the next agenda of Planning, EDWG and Environment

**ACTION TOWN CLERK**

### **239/21 Reports from Representatives on Outside Bodies**

Members noted the reports listed below:

239.1 Minutes of the Twinning Association 2<sup>nd</sup> June 2021

239.2/21 Cllr Try said the Swan Practice was in the process of appointing a new architect, revamping their business plan and developing a communication plan with the CCG. Consultation would be carried out by the CCG Engagement Team and that will be the next phase of the roll out. Any minor amendments to the plans for the Lace Hill Medical Centre would be submitted to the Planning Authority via the usual channels. Cllr. Stuchbury illustrated the history of the swan practice's planning application for the new Medical Centre at Lace Hill and proposed to write to the surgery asking if they wished to outline

their amendments to a future meeting of the Council's planning Work Group. A vote was taken and the results were:

In favour: 10

Abstentions: 3

**ACTION TOWN CLERK**

239.3/21 Management Committee Meeting of the youth centre – **AGREED** to ask the office to obtain copies of the recent minutes **ACTION COMMITTEE CLERK**

239.4/21 Aylesbury Vale Association of Local Councils (AVALC) – The Town Clerk informed Members that Councillor Harvey wished to inform Members that AVALC has met twice in recent weeks including a special meeting with the new Buckinghamshire Cabinet Lead on communities, Cllr Steve Bowles. The AVALC executive raised a number of issues with Cllr Bowles and much common ground was discovered and explored. Councillor Harvey has been nominated by AVALC to join the Executive Committee of the Buckinghamshire and Milton Keynes Association of Local Councils, of which the Town Council is a member. Notes/minutes of recent AVALC executive meetings will be circulated soon.

#### **240/21 Mayoral Engagements**

Members noted a list of events attended by the Mayor and Deputy Mayor:

##### **Functions the Mayor has attended:**

May 28: English Tourism Week: Old Gaol photo and tour with Greg Smith MP.

May 29: Opened the Lace Hill Snake.

June 14: Grants cheques given out outside Old Gaol.

June 24: Discussion with Mayor of Neukirchen-Vluyn and others about the Twinning via Zoom.

##### **Functions the Deputy Mayor has attended:**

June 26<sup>th</sup>: Armed Forces Day (online)

#### **241/21 Chair's Announcements**

The Town Mayor recorded thanks to Cllr. Try and officers for their work to facilitate Town Council meetings at Lace Hill Sports and Community Centre.

#### **242/21 Date of the next meeting:**

Interim Council – Monday 13<sup>th</sup> September 2020

Full Council - Monday 4<sup>th</sup> October 2021

#### **243/21 COMMITTEE IN PRIVATE SESSION**

##### **Exclusion of Public and Press**

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded. **AGREED**

#### **244/21 Confidential Minutes of the Resources Working Group meeting held on Monday 5th July 2021**

Members received the confidential minutes and confirmed the recommendations therein of the Resources Working Group Meeting held on Monday 21st June 2021

R/01/21

217/21 Cemetery Design

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously AGREED to RECOMMEND that Full Council decides to agree to appoint the CDS Group to provide consultancy and project management services for the new cemetery and allotments. For the total cost of £167,460 (from budget 901/9002).

R/22/21

Cllr. Stuchbury called for a recorded vote.

*Cllr. Willett left the meeting at this point in the agenda.*

A vote was taken and the results were:

In favour: Cllrs. Cole, Gateley, Try, Ralph, Hetherington, Davies, O'Donoghue, Mahi and Stuchbury.

Against: Cllr. Osibogun

Abstentions: Cllrs. Mordue and Collins

**ACTION TOWN CLERK**

218/21 Eco Audits

Proposed by Cllr. Stuchbury, seconded by Cllr. Harvey and unanimously AGREED To RECOMMEND that Full Council decides to commission Ian Byrne to undertake an Eco Audit of Buckingham Town Council's building operations and emissions at a cost of £1,415 to be taken from 132 4500 Future Planning (Contingencies).

**AGREED**

219/21 Lace Hill Solar Panels

Members AGREED to RECOMMEND to Full Council that Greenway Solar be commissioned to install 55 Trina Solar Vertex S 380W all black split cell mono photovoltaic (solar) panels at the Lace Hill Sports and Community Centre at a cost of £22,047 using the ear-marked reserve created for the purpose, 901 9004.

**AGREED**

220/21 Chamber ICT

Proposed by Cllr. Try and seconded by Cllr. Harvey to AGREE to RECOMMEND Option 4, ie that Option 4 the Logitech Meet Up system be purchased from Cloudy Group at a cost of £1,179 including installation and staff training.

If Option 4 is selected then it is recommended that a dedicated laptop costing no more than £500 be purchased to control the equipment, record and stream the footage and power Zoom in hybrid meetings.

It is recommended that if Option 4 is selected then a review takes place after the first round of meetings, to decide whether the system is sufficient, or to offer the purchased equipment for hirers of the Meeting Room at Lace Hill, and purchase a more expensive option as described in Option 5.

**AGREED**

Meeting closed at: 21.31

Signed ..... Date .....

Town Mayor