

Minutes of an **Interim Council Meeting of Buckingham Town Council** held at 7pm. on Monday 7th June 2021 at Lace Hill Sports & Community Centre, MK18 7RR.

Present:

Cllr. M. Cole JP
Cllr. M. Gateley Town Mayor
Cllr. J. Harvey
Cllr. S. Hetherington
Cllr. H. Mordue
Cllr. L. O'Donoghue
Cllr. A. Osibogun
Cllr. A. Ralph
Cllr. R. Stuchbury
Cllr. M. Try
Cllr. W. Whyte Deputy Mayor
Cllr. R. Willet

Also Present: Mr P. Hodson Town Clerk
 Mrs. N. Stockill Committee Clerk
 Ms. B. Dowden Office Apprentice
 Cllr. F. Davies

Members of the public were in attendance but no-one spoke

67/21 Apologies for Absence

Members received and accepted apologies from Town Councillors Schaefer and Collins. Councillors received and accepted apologies from Cllr. Ahmed for all Town Council meetings until September 2021.

68/21 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

69/21 To receive presentation from Ms. F. Davies, and to co-opt a councillor to represent Buckingham South:

Ms. Davies summarised her experience and interests and described her reasons for applying to become a Town Councillor, her knowledge on the remit of the Town Council, commitment to meetings and any concerns related to the role.

Proposed by Cllr. Stuchbury and seconded by Cllr. O'Donoghue to co-opt Ms. Fran Davies to Buckingham Town Council to represent Buckingham South. A vote was taken and councillors voted unanimously in favour.

Cllr. F. Davies signed her declaration of office in front of the Town Clerk and joined fellow Councillors at the table.

The Town Mayor reminded Members of Standing Orders item 1(t):

Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a councillor shall relate only to the agenda item under discussion and shall not exceed 3 minutes without the consent of the chair / chairman of the meeting
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70/21 Representatives on Outside Bodies

Members received and discussed a written report from the Town Clerk.

The following Councillors were nominated and unanimously **AGREED** to represent the Town Council and feed back at future meetings of Full Council:

ORGANISATION	DESCRIPTION	REPRESENTATIVE	TERM	DUE FOR RENEWAL
Access4All	The Access4All group in a group of keen volunteers passionate about making Buckingham a more accessible town for everyone.	Cllr. R. Willett	1 year	June 2022
		Cllr G. Collins	1 year	May 2022
A.V. Association of Local Councils	AVALC also acts as an important catalyst for local councils in Aylesbury Vale feeding in your views on the many issues you may face and stressing the need for primary authorities to continuously engage with Parishes. We also participate in meetings of the County Association of Local Councils, [BMKALC]. https://avalctestsite2.wordpress.com/	Cllr. J. Harvey	1 year	May 2022
Aylesbury Vale Transport Users Group	The group aims to promote improvements to local public transport provision by the council and local transport service providers and support the activities of all bodies which aim to improve public transport.	Cllr. Stuchbury	n/a	n/a
		Cllr. Harvey	n/a	n/a
Buckingham Bardic Council	The Bardic Council is an informal group that supports the role of the Bard and helps to coordinate the annual Bardic election and any other related events.	Cllr. S. Hetherington	1 year	June 2022
		Cllr. R. Willett	1 year	June 2022
Buckingham & Gawcott Charitable Trust	To utilise the trust's assets for the benefit of the organisations and inhabitants of the town of Buckingham and the parish of Gawcott.	<i>The Mayor</i>	Term of Office	Ex officio
		Cllr. R. Stuchbury	2 years	July 2023
		Cllr. S. Hetherington	2 years	June 2023
		Cllr. J. Harvey	2 years	June 2023
Buckingham Community Wildlife Project	Buckingham is well supported by activities to maintain and protect the green spaces by several volunteer Conservation	Cllr. S. Hetherington	1 year	June 2022
		Cllr. F. Davies	1 year	June 2022
		Cllr. M. Gateley	1 year	May 2022

	Groups. This is a Steering group to help draw together the work of each body.			
Buckingham General Charities	<p>The Charity is operated and administered by 12 Trustees and its Secretary.</p> <p>The Objects of the incorporated Charity are:</p> <ol style="list-style-type: none"> 1. To relieve people resident for at least two years in Buckingham, Gawcott, Lenborough and Bourton ('the area') who are in need, by providing specially designed or adapted housing or almshouses, and items, services or facilities calculated to relieve the need of such persons. 2. To relieve financial hardship, sickness and poor health among poor people in the area. 3. To make grants or pay for facilities for people in need, hardship or distress resident in the area. <p>https://www.buckinghamgeneralcharities.org.uk/Groups/241034/About_Us.aspx</p>	<p><i>The Mayor</i></p> <p>Cllr. G. Collins</p> <p>Cllr. A. Ralph</p> <p>Cllr. L. O'Donoghue</p>	<p>Term of Office</p> <p>4 years</p> <p>4 years</p> <p>4 years</p>	<p>Ex officio</p> <p>May 2025</p> <p>January 2025</p> <p>11th May 2024</p>
Buckingham Youth Centre	<p>Buckingham Youth Centre provides Youth Club activities to the young people of Buckingham and the surrounding villages. There has been a Youth Club on the site for over 40 years.</p> <p>An award-winning Charity, founded in 2012 and in order to keep the Youth Clubs running, offering the premises for hire to local Youth Groups, Businesses and local people.</p> <p>https://buckinghamyc.org.uk/about-us/</p>	<p>Cllr. R. Willett</p> <p>Cllr. Stuchbury</p>	<p>1 year</p> <p>1 year</p>	<p>June 2022</p> <p>May 2022</p>
CA (Citizen's Advice)	<i>"We help people find a way forward."</i>	<i>The Mayor/Deputy Mayor</i>	Term of Office	Ex officio

	<i>We can all face problems that seem complicated or intimidating. At Citizens Advice Bucks we believe no one should have to face these problems without good quality, independent advice.”</i> https://citizensadvicebucks.org.uk/about-us			
Christmas Parade Committee	Buckingham Christmas Parade is organised by the Christmas Parade Committee and sponsored by Buckingham Town Council. A road closure is put in place for the parade route and paid for by the Town Council.	Cllr. H. Mordue Cllr. M. Try	n/a n/a	n/a n/a
Dementia Action Alliance	Aim: To increase public awareness of dementia, to improve signposting, support and accessibility to appropriate services, encourage individual organisations and retailers to respond positively towards those living with, and affected by, Dementia. Encourage the parishes of Buckinghamshire to become dementia friendly communities. https://www.dementiaaction.org.uk/local_alliances/22583_buckingham_dementia_action_alliance	Cllr. Harvey	1 year	June 2022
Lace Hill Medical Centre Forum	The aims of the group can be summarised as Advise the practice on matters of concern to patients such as: booking appointments, being able to see the same Doctor for continuity, surgery opening times, emergency out of hours care, parking, care after a hospital stay, etc. Developing and exhibiting health education displays to alert patients to key health issues – this has been a considerable early success with very effective displays in both surgeries, Buckingham Library	Cllr. Try Cllr. Mahi	n/a n/a	n/a n/a

	<p>and Tesco Buckingham on topics such as dementia, high blood pressure and the early detection of cancer.</p> <p>Act as a sounding board for the practice on policy issues</p> <p>Take soundings from the patient community and develop plans to remedy identified shortcomings.</p> <p>Represent the patient group in holding the practice constructively to account.</p> <p>https://www.theswanpractice.co.uk/ppg.aspx</p>			
Buckinghamshire and Villages Community Board	<p>Community Boards are a new way of bringing the council, groups, organisations and local people together to look at local issues and find ways of improving them together.</p> <p>As a community-led partnership, Community Boards will:</p> <p>influence how decisions are made and how services are delivered</p> <p>represent the voice of local people</p> <p>capture thoughts, ideas and suggestions</p> <p>bring together key community partners and residents</p> <p>identify local needs and work to produce creative solutions</p> <p>https://www.buckinghamshire.gov.uk/community-and-safety/improving-your-local-community/</p>	Cllr. O'Donoghue	1 year	June 2022
		Cllr. Harvey (deputy)	1 year	June 2022
North Bucks. Parishes Planning Consortium	<p>NBPPC is the only group within Aylesbury Vale dealing solely with planning related matters. The membership level, and consistency of renewal, suggests that member parishes appreciate having a forum in which planning matters can be debated and acted upon. We believe that there is a real benefit in Buckinghamshire Council receiving well considered, detailed, responses</p>	Cllr. A. Ralph	1 year	June 2022

	to strategic planning issues from a group with such wide membership. https://www.aylesburyvaledc.gov.uk/sites/default/files/page_downloads/VALP16-09-09-01451-VALP%20response%20050916%20FINAL.pdf			
Pontio	The Pontio Group is the Joint Action Group between Buckingham Town Council and the University of Buckingham. The aims are: <ul style="list-style-type: none"> To initiate, coordinate and support actions which harness and blend the various resources of both the town and the university for the benefit of all who live, study, work, play and visit in Buckingham To build excellent relationships between the civic, academic, commercial and leisure organisations in the town To work for a future of Buckingham in which all enjoy a life full of ambition, learning, prosperity and well being 	<i>The Mayor/Deputy Mayor</i> Cllr. Harvey	Term of Office n/a	Ex officio n/a
Tree Wardens	Tree Wardens are volunteers, appointed by parish councils or other community organisations, who gather information about their local trees, get involved in local tree matters and encourage local practical projects related to the trees and woods https://www.buckingham-tc.gov.uk/our-services/parks-and-green-spaces/	Cllr. S. Hetherington Cllr. R. Stuchbury Cllr. M. Gateley	n/a n/a n/a	n/a n/a n/a

Twinning Association	We are here to help all the residents of Buckingham and the surrounding area to find out if there is a link, and hopefully a friend, for you in our twin towns of Mouvaux, near Lille in France or Neukirchen-Vluyn near Düsseldorf in Germany. https://www.buckinghamtwinnin.org.uk/	Cllr. A. Schaefer	n/a	n/a
		Cllr. H. Mordue	n/a	n/a
Rural Market Towns Group	The Rural Services Network is a Special Interest Group of the Local Government Association. We are a membership organisation and work on behalf of our members as the national champion for rural services. We support our member organisations through the sharing of best practice and rural expertise, and advocate on their behalf to ensure that the rural voice is raised up the agenda with parliamentarians and decision makers.	Cllr. W. Whyte	1 year	June 2022

Councillor Ade Osibogun joined the meeting at this point in the agenda

71/21 To receive and approve the Annual Governance Statement 2020/21

The Town Clerk explained the legal requirement of the Accounts and Audit Regulations that all local authorities must produce an Annual Governance Statement. The purpose of an Annual Governance Statement is to clearly set out the processes and procedures which ensure that:

- The Town Council is efficiently and effectively run;
- Activities are transparent
- The Town Council is accountable to residents.

Members unanimously **AGREED** that in respect of the Annual Governance Questions numbered 1 to 9 on Section 1 page 4 of the Annual Return, the Council responds in the affirmative, except for number 9 which is 'not applicable'. The Mayor, who was presiding at the meeting, and the Town Clerk signed to confirm the Council's approval.

Members unanimously **AGREED** the Annual Governance Statement, the Accounting Statement as shown in Section 2 on page 5 of the Annual Governance & Accountability Return be approved. The Mayor signed to confirm the Council's approval.

72/21 Diversity & Inclusion Working Group

The Town Clerk explained that Councillors discussed membership of the Diversity and Inclusion Group during the meeting of Full Council held on 17th May 2021. Cllr Ralph suggested broadening the group's remit, or creating an entirely separate Working Group to look at Community, Diversity and Inclusion, dealing with specific incidences within the town that fall outside of the terms of reference of the original group. Members agreed for a detailed proposal to be brought back to the next meeting of Full Council with a Terms of Reference for the Community, Diversity and Inclusion Group. Members discussed the following report recommendations:

- 1.1. It is recommended that the Council adopts the proposed Terms of Reference for a Community, Diversity and Inclusion Group, and tasks the group with investigating whether and how to implement a third party hate crime reporting service in the town.
- 1.2. It is recommended that active members of the Diversity and Inclusion Group be invited to apply to be co-opted onto the Group.

An amendment was proposed by Cllr. O'Donoghue and seconded by Cllr. Mahi proposed that at the close of each meeting a chair is elected for the following meeting.

A vote was taken and the results were:

In favour: 5

Against: 4

Abstentions: 5

The amended motion becomes the substantive motion.

A further amendment was proposed by Cllr. Stuchbury and seconded by Cllr. Davies to insert relevant sections of the Equalities Act within the group's Terms of Reference.

A vote was taken and the results were:

In favour: 10

Against: 0

Abstentions: 4

The amended motion becomes the substantive motion.

Substantive motion

- 1.1. It is recommended that the Council adopts the proposed Terms of Reference, incorporating relevant sections of the Equalities Act 2010, for a Community, Diversity and Inclusion Working Group, and tasks the group with investigating whether and how to implement a third party hate crime reporting service in the town.
- 1.2. It is recommended that active members of the Diversity and Inclusion Group be invited to apply to be co-opted onto the Group.
- 1.3. **That at the close of each meeting the group elects a new Chair/Chairman for the following meeting.**

A vote was taken and the results were:

In Favour: 12

Against: 1

Abstentions: 1

The Substantive Motion was carried.

Members **AGREED** to appoint Cllrs. Willett, O' Donoghue, Davies and Ralph as Town Council representatives on the Diversity and Inclusion Working Group. Proposed by Cllr. Harvey and seconded by Cllr. Try to accept the four nominations and ask Cllr.s Ahmed and Schaefer if they were interested in filling the remaining two vacancies. The Town Clerk reminded Members that Cllr. Ahmed had submitted her apologies for the next 2 months.

A vote was taken and the results were:

In favour: 12

Against: 1

Abstentions: 1

Cllr. Cole informed Council that the Government no longer used the terms BAME or BME as they emphasise certain ethnic groups and exclude others. In the creation of the Diversity and Inclusion Working Group the term was widely in use and Cllr. Cole suggested that 'ethnic minorities' was the correct when writing about ethnicity in future reports.

Members discussed and **AGREED** there should not be a maximum number of co-optees invited to join the group.

The Town Clerk confirmed that the group's remit would work within the 9 protected characteristics of the Equalities Act 2010.

73/21 Licencing Policy

To receive information on Buckinghamshire Council's online consultation, and discuss and decide a response.

Cllr. Whyte shared his assessment of the consultation questions and proposed the following responses:

- Support the continuation of Buckingham's special hours policy - Currently only Buckingham town centre has a special hours policy which was put in place following late night noise disturbance from late opening alcohol led premises and the student population. The policy states that applications to open beyond 00.00 will normally be refused unless applicants can satisfy the council that they can operate without harm to the licensing objectives. All applications after 01:30 will generally be refused.
- Oppose the removal of Cumulative impact policies - This means that there would no longer be a presumption to refuse late night licence applications. Applications would still go through consultation and residents and responsible authorities would have the chance to have their say. Applicants would have to demonstrate how they intend to meet the four licensing objectives.
- Preserve and maintain Buckingham's Public Spaces Protection Order (PSPO)
- Oppose Out door drinking areas close to residential streets - During the Covid-19 pandemic the government introduced pavement licences which made it easier for businesses to use outside spaces to sell food and drink. The new policy will set out measures for outside areas that all new applicants will be expected to follow. These include a recommendation that outside areas are not used later than 11pm on Fridays and Saturdays, 10pm on other days, and separate areas for smokers and non-smokers.
- Support the continuation of Pubwatch and Shopwatch schemes in Buckingham

- Support policies aimed to encourage operators of licensed premises to put in place a safeguarding policy. The council will expect operators of high-risk premises to have a written safeguarding policy and procedures including records of staff training.
- Support and encourage operators of licensed premises to adopt best practice measures such as minimising waste, improving energy efficiency and reducing traffic on the road.

The Town Clerk explained that the consultation did not specify the terms of Buckingham's PSPO but asked for feedback on a general description of Public Space Protections Orders. Members **AGREED** for the Town Clerk to respond on behalf of the Town Council with Cllr. Whyte's comments, emphasising the need to protect and maintain the current PSPO. A vote was taken and the results were:

In favour: 11

Against: 0

Abstentions: 3

ACTION TOWN CLERK

74/21 Covid 19

Councillors received a verbal report from the Town Clerk noting that relevant staff members would return to full office working by September 2021, once everyone had an opportunity to received both their vaccinations.

75/21 Arrangements for committees and working groups

Members received a verbal report from the Town Clerk and **AGREED** to continue with the current arrangements, probably until September 2021, but for this to be reviewed again at the meeting to be held on 28th June.

76/21 Mayor's Announcements

77/21 Dates of next meetings:

Interim Council Monday 28th June 2021

Full Council Monday 12th July 2021

78/21 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.

79/21 Honorary Freeman Awards

To receive and discuss any nominations for

Members discussed nominations for Honorary Freeman and the Town Clerk **AGREED** to arrange an Extraordinary meeting before Interim Full Council on the 28th June 2021 to

IM/01/21

formally consider nominations, in line with the legal requirement to hold a meeting for the specific purpose.

Meeting closed at 9.01 pm

Signed

Date

DRAFT