



BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 17 November 2021

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 22nd November 2021 at 7pm in the Council Chamber, Cornwalls Meadow, Buckingham.

Please note that the meeting will be preceded by a Public Session in accordance with Standing Orders 3.e and 3.f, which will last for a maximum of 15 minutes. Members of the public can attend the meeting in person. The Council is trialling the use of video conferencing to enable the public and guests to address Council meetings virtually. If you would like to address the meeting in this way, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEIdSIfcZC9Q/>

Mr P. Hodson
Town Clerk

AGENDA

1. Apologies for Absence

Members are asked to receive apologies from members.

2. 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.

3. Minutes

To receive the minutes of the Full Council Meeting held on Monday 4th October 2021

[Copy previously circulated BTC/05/21](#)

4. Interim Minutes

To receive the therein of the Interim Council meeting held on Monday 1st November 2021

[Copy previously circulated IM/04/21](#)



Twinned with Mouvaux, France; Neukirchen-Vluyn, Germany

Members are reminded when making decisions that the Public Sector Equality Duty 2010 requires Members to have due regard to the need to: Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act, advance equality of opportunity between people who share a characteristic and those who don't, and to foster good relations between people who share a characteristic and those who don't. All Committee documents can be found on the Buckingham Town Council's website. Alternatively, the Clerk send you a copy of any minutes, reports or other information. To do this, send a request using the contact details set out above.

5. Planning Committee

To receive the minutes of the Planning Committee meetings held on:

- Monday 11th October 2021
- Monday 1st November 2021

[Copy previously circulated PL/07/21](#)

[Copy previously circulated PL/08/21](#)

6. Town Centre and Events Committee

To receive the minutes and confirm the recommendation therein of the Town Centre and Events Committee meeting held on:

- Monday 25th October 2021.

Members AGREED to Recommend to Full Council to include the Community's response to the Climate Emergency within the Annual Town Meeting

[Copy previously circulated TCE/05/21](#)

7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 18th October 2021.

[Copy previously circulated E/03/21](#)

8. Resources Committee

To receive the minutes and confirm the recommendation therein of the Resources Committee meeting held on Monday 8 November 2021:

[Copy previously circulated R/03/21](#)

Proposed by Cllr. Harvey and seconded by Cllr. Stuchbury to recommend to Full Council that: We recognise that as elected Members of Buckingham Town Council, we are custodians of the Climate Emergency Action Plan and commit to encourage Buckingham to become carbon neutral.

NB: the other recommendations made by the Resources Committee to Full Council will be considered during the confidential section of the meeting.

9. McDonalds 24 hr Licence premises application, [Land adjacent to Tesco Store, London Road](#)

To receive and discuss a written report from the Town Clerk

TO FOLLOW

10. To receive and question reports from Buckinghamshire Council Councillors

11. Committee Calendars

11.1 To receive a verbal update from the Town Clerk and agree the updated calendar of committee dates for 2022

[Appendix A](#)

11.2 To review and agree the calendar of committee dates for 2023

[Appendix B](#)

12. Action List

[Appendix C](#)

13. Standing Order 6.1

To confirm that the Town Clerk has provided the Mayor with a sealed envelope containing his computer login details in accordance with [Standing Order 6.1](#).

14. Statement of Licensing Policy made under the Gambling Act 2005

To receive, discuss and decide whether to respond to the following consultation questions from the Buckinghamshire Council:

- To what extent do you agree or disagree with the draft Buckinghamshire Gambling Act Policy?
- Please tell us your reasons?
- Any other feedback about the draft Policy?

A copy of the draft policy can be accessed here:

Attendees are encouraged to undertake a lateral flow test within 24 hours prior to attendance of any Council meeting. Consideration should be given to the wearing of face coverings to reduce the risk to individuals and others.
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15. Reports from Representatives on Outside Bodies

Members are asked to note the reports listed below:

15.1 Local Dementia Action Alliance

To receive and note a verbal report from Cllr. Harvey

15.2 Rural Town Centre, High Streets & Villages Hub Online Seminar 24th Oct 2021

To receive and note the slides from Cllr. Whyte <https://rsnonline.org.uk/27-10-21-rsn-seminar-town-centres-high-streets-village-hubs>

16. Mayoral Engagements

To receive a list of events attended by the Mayor.

Functions the Mayor has attended:

October 5: Election of Bard of Buckingham.

October 15: Local Democracy Week event at Buckingham School.

October 16: opening of the Charter Fair.

October 21: BACAB meeting.

October 22: Pontio meeting.

October 25: University of Buckingham graduation.

October 26: launch of Poppy Appeal.

October 28: Buckingham Almshouses and Welfare Charity trustees meeting.

November 6: University of Buckingham graduation.

November 7: Bonfire and Fireworks.

November 9: 2nd Buckingham Guides Parliament Week.

November 11: Civic Remembrance Service, Aylesbury.

November 13: Buckinghamshire Magistrates Association AGM.

November 14: Remembrance Parade, Buckingham.

November 17: Buckingham Primary School Council visit.

17. Chair's Announcements

18. Date of the next meeting:

Interim Council – Monday 20th December 2021

Full Council - Monday 17th January 2022 (Precept)

Full Council – Monday 31st January 2022

19. 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.

20. Confidential Minutes of the Resources Committee

To receive the minutes and confirm the recommendations therein of the Resources Committee meeting held on Monday 8th November 2021:

504/21 Purchase of Estates Vehicle

[R/69/21](#)

To recommend to Full Council to agree to option C to purchase the Isuzu LWB Utilitruck from Cordwallis Group.

Recommended that the Committee recommends to Full Council to agree that funds are taken from the budgets listed in Table B. for the 2021/22 budget with a 10% deposit paid on order

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and the remaining funds to be placed in an earmarked reserve until the balance will have to be paid once the vehicle is received in May/June 2022.

505/21 Website Rebuild and Maintenance contract

[R/70/21](#)

It is RECOMMENDED that the introduction of the new website is scheduled for April 2022, using the forecast underspend in the 4041/102 Website Provision & Operation budget and the remainder from the same budget in 2022/23 to fund the setup cost and first year's running cost.

It is RECOMMENDED that Zonkey are awarded the website rebuild contract and the ongoing maintenance, hosting and support contract for the website for the next three to five years.

2022		Meeting	Clerk	Meeting	Meeting/Event
	3	Bank Holiday			
Jan	10	Resources	Nina		
	17	Precept	Nina		CSG 12th Jan @ 2pm
	24	Planning	Louise		
	31	Resources (Grants)	Nina		
Feb	7	Full Council	Nina		
	14	Planning	Louise		
	21	TC&E	Nina		Pancake Race Tues 22nd
	28	Environment	Nina		
Mar	7	Interim (Informal)	Nina	Planning	CSG 2nd March @ 2pm
	14	Resources	Nina		12th Twinning Civic Event
	21				Annual Town Meeting Thurs 24th March
	28	Full Council	Nina		
Apr	4	Planning	Nina		CSG 6th April @ 2pm
	11	TC&E	Nina		LHSCC Easter Fair 10th
	18				Easter Monday BH
	25	Environment	Nina		Spring Fair Sun 24th
May	2				Early Spring BH
	9	Interim	Nina	Planning	May Day 3rd
	16	Resources	Nina		
	23				
	30	ASM & Full Council	Nina		Platinum Jubilee Buckingham Celebrates 2nd
June	6	Planning	Louise		CSG 8th June @ 2pm
	13	TC&E	Nina		Mayor Making Friday 17th June
	20	Environment	Nina		
	27	Interim	Nina	Planning	
July	4	Resources	Nina		
	11				Fringe Week 16-23rd July
	18	Full Council	Nina		CSG 20th July @ 2pm
	25	Planning	Louise		
Aug	1				School Summer Holidays
	8				
	15	Planning	Nina		
	22				Late Summer BH
Sept	29				Bandjam 28th
	5	TC&E	Nina	CSG 7th	Dog Show 11th
	12	Environment	Nina		
	19	Interim	Nina	Planning	25th Sun River Rinse
	26	Resources	Nina		
Oct	3				4th Oct Bardic Trial
	10	Full Council	Nina	CSG 12th Oct @ 2pm	15th Oct Charter Fair
	17	Planning	Louise		22nd Charter Fair
	24	TC&E	Nina		28th Halloween Disco LHSCC
	31	Environment	Nina		5th Nov Bonfire Fireworks
Nov	7	Interim	Nina	Planning	Remembrance 13th Nov
	14	Resources	Nina		LHSCC Winter Fair 20th Nov
	21			CSG 23rd Nov @ 2pm	Christmas Lights Switch On 26th Nov
	28	Full Council	Nina		
Dec	5	Planning	Louise		Christmas Parade 10th Dec
	12	TC&E	Nina		
	19	Environment	Nina		
	26				

2023		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
	2			Bank Holiday			
Jan	9	Interim	Nina	Planning	Nina		
	16	Resources	Nina				
	23	Precept	Nina				
	30	Planning	Louise				
Feb	6	TC&E	Nina				
	13	Environment	Nina				
	20	Interim (Informal Precedes)	Nina	Planning	Nina	21st Feb Pancake Race	
	27	Resources	Nina				
	6						
Mar	13	Full Council	Nina				
	20	Planning	Nina			Annual Town Meeting Thurs 25th March	
	27	TC&E	Nina				
Apr	3	Environment	Nina				
	10			Easter Monday BH			
	17	Interim	Nina	Planning	Nina		
	24	Resources	Nina				
May	1			Early Spring BH			
	8	Planning	Louise				
	15						
	22	ASM & Full Council	Nina			Mayor Making Friday 26th May	
	25	Planning	Louise				
	29			Late Spring BH			
June	5	TC&E	Nina				
	12	Environment	Nina				
	19	Interim	Nina	Planning	Nina		
	26	Resources	Nina				
July	3						
	10	Full Council	Nina				
	17	Planning	Nina				
	24	TC&E	Nina				
	31	Environment	Nina				
Aug	7			School Summer Holidays			
	14						
	21	Planning	Nina				
	28			Late Summer BH			
Sept	4	Resources	Nina				
	11	Full Council	Nina				
	18	Planning	Louise				
	25	TC&E	Nina				
Oct	2	Environment	Nina				
	9	Interim	Nina	Planning	Nina	Charter Fair 14th	
	16	Resources	Nina			Charter fair 21st	
	23						
	30	Full Council	Nina			Bonfire 4th Nov	
Nov	6	Planning	Louise			Remembrance 12th Nov	
	13	TC&E	Nina				
	20	Environment	Nina			Christmas Lights Switch On 25th Nov	
	27	Resources	Nina				
Dec	4					Christmas Parade 9th Dec	
	11	Full Council	Nina				
	18	Planning	Louise				
	25					Christmas BH	

Committee	Minute No.	Action	Action Required	Owner	Update	Deadline
Full Council	384/19; 817/20	Photograph	Members discussed and AGREED arrangements for formal photographs of the 2019/20 Full Council and also the Council elected in May 2021	Town Clerk	Arranged for Friday 3rd December 2021 from 6-8pm	Dec-21
Full Council	512/19	Climate Emergency Action Plan	The Climate Emergency Action Plan to be reviewed yearly by Full Council, with previously rejected suggestions reviewed and new suggestions added.	Town Clerk	Currently reviewed within each Committee. Next annual review at Full Council - March 2022	Agenda
Interim	911/20; 387/21	Child Poverty	Child Poverty has increased by 32% from 2015 to 2019 in the Buckingham Constituency... Indeed, in parts of our town, there are more than 1 in 5 children living in relative poverty. This is a matter of great concern to the Town Council. Although our powers are limited, we are committed to tackling this scourge in whatever way we can. As a consequence, we will organise a day of reflection and action. The aim will be to bring together all those who wish to consider what might be done to build on existing good work (e.g. the Food Bank, Buckinghamshire Council and all organisations that are currently working around this current issue.) and develop other ideas to help these local children and their families."	Town Clerk	First Working Group scheduled for Thursday 18th November 2021.	
Full Council	386.2/21	Public Health Meeting to discuss healthcare provision in Buckingham	Members AGREED to leave it on the action list and review it at an appropriate time.	Town Clerk	Ongoing	
Full Council	30/21	Code of Conduct	AGREED to accept the code of conduct subject to arranging a workshop to review the new LGA Code of Conduct and consider any changes following Buckinghamshire Council's adoption of the new LGA model.	Town Clerk	Awaiting confirmation from Buckinghamshire Council	On-going
Full Council	235/21	Welcome Signs	Members received a written report from the Town Clerk and held a discussion over alternations 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 Full Council	Town Clerk	Work ongoing with Buckinghamshire Council/TfB on options to update the signs	Jan-22