



# BUCKINGHAM TOWN COUNCIL

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Town Clerk: Mr P. Hodson

FULL COUNCIL

Wednesday, 23 March 2022

Councillors,

You are summoned to a meeting of the **Full Council** of Buckingham Town Council to be held on Monday 28<sup>th</sup> March 2022 following an Informal Meeting of the Full Council 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](mailto: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/UC89BUTwVpjAOEIdSlfcZC9Q/>

Mr P. Hodson  
Town Clerk

## AGENDA

### 1. Apologies for Absence

Members are asked to receive and accept 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 agree as a correct record the minutes of the Full Council Meeting held on Monday 7<sup>th</sup> February 2022.

[Copy previously circulated](#)

### 4. Interim Minutes

To agree as a correct record the minutes of the Interim Full Council Meeting held on Monday 7<sup>th</sup> March 2022.

[Copy previously circulated](#)

## 5. Planning Committee

To receive the minutes of the Planning Committee meetings held on Monday 14<sup>th</sup> February 2022 and Monday 7<sup>th</sup> March 2022.

[Copy previously circulated](#)  
[Copy previously circulated](#)

## 6. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meetings held on Monday 7<sup>th</sup> February 2022 and Monday 21<sup>st</sup> February 2022.

[Copy previously circulated](#)  
[Copy previously circulated](#)

## 7. Environment Committee

To receive the minutes of the Environment Committee meeting held on Monday 28<sup>th</sup> February 2022.

[Copy previously circulated](#)

## 8. Resources Committee

To receive the minutes of the Resources Committee meeting held on Monday 31<sup>st</sup> January 2022 and to receive and confirm the recommendations therein of the Resources Committee meeting held on Monday 14<sup>th</sup> March 2022.

[Copy previously circulated](#)

Members <b>AGREED</b> to <b>RECOMMEND</b> that Full Council adopt the Code of Conduct with minor amendments. (740/21)	<a href="#">Appendix A</a>
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(For information: government response to the Committee on Standards in Public Life review of local government ethical standards.)

[Appendix B](#)

Members reviewed and <b>AGREED</b> to <b>RECOMMEND</b> to Full Council a revised version of the Financial Regulations. (The only change is at 6.17 and is based on the NALC template. Changes are marked in red.) (738/21)	<a href="#">Appendix C</a>
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## 9. Support for Ukranian Refugees

To receive and discuss a verbal update from the Town Mayor and Town Clerk.

## 10. Covid 19

To receive and discuss a verbal update from the Town Clerk

## 11. To receive and question reports from Buckinghamshire Council Councillors

## 12. New Licensing Policy

To receive and discuss the new Licensing Policy from Buckinghamshire Council.

[Appendix D](#)

## 13. Levelling Up white paper

Members to receive and discuss the levelling Up white paper and the minutes and evaluation of the white paper discussed at NALC's recent Assembly. The full white paper of 332 pages and a summary version are available from <https://www.gov.uk/government/publications/levelling-up-the-united-kingdom>. The NALC minutes are included as an appendix.

[Appendix E](#)

## 14. Moving Traffic Offences

Members to receive and discuss the Moving Traffic Offences consultation.

[Appendix F](#)

**15. Moreton Road Phase III**

To receive and discuss amendments to planning application 20/00510/APP; a written report from the Planning clerk is included. [BTC/129/21](#)

**16. River pollution incident in 2018**

To discuss the lack of an update from the Environment Agency regarding the investigation of the pollution incident which affected the River Great Ouse between Brackley and Thornton from the 29 June 2018.

**17. Climate Emergency Action Plan Annual Review**

To receive and discuss the current Climate Action Plan [Appendix G](#)

**18. Planned Communications**

To receive and discuss a presentation from the Communications Clerk regarding the Council's approach to planned communications.

**19. Action List**

[Appendix H](#)

**20. Reports from Representatives on Outside Bodies**

Members are asked to note any verbal updates provided.

**21. Mayoral Engagements**

To receive a list of events attended by the Mayor and Deputy Mayor.

Functions the Mayor has attended:

12.02.22	Civic Service
22.02.22	Pancake Races
26.02.22	Food Fair
03.03.22	Talk at Open House
04.03.22	World Day of Prayer, St Edmunds, Maids Moreton
05.03.22	Mayor of Banbury's Bollywood Evening
06.03.22	Chair of Buckinghamshire's Civic Service, Hambleton
14.03.22	Commonwealth Day Flag raising and Affirmation
19.03.22	Twinning Civic Lunch and Celebrations
24.03.22	Community meeting in response to crisis in Ukraine
24.03.22	Annual Town Meeting

Functions the Deputy Mayor has attended:

**22. Chair's Announcements****23. Date of the next meetings:**

Special on Monday 9<sup>th</sup> May 2022

Interim on Monday 9<sup>th</sup> May 2022

Annual Statutory Meeting and Full Council on Monday 30<sup>th</sup> May 2022



 <p><b>Buckingham Town Council</b></p> <p><b>Code of Conduct</b></p>	<b>Appendix A</b>
	<b>Date Agreed:</b>
	<b>Minute Number:</b> DRAFT
	<b>Prepared by:</b> Mr. P. Hodson
	<b>Version:</b> 2

## **Buckingham Town Council Code of Conduct for Councillors**

### **1. Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

### **2. Introduction**

The Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

### **3. Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member of Buckingham Town Council or co-opted member of a committee or working-group. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

#### **4. Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

#### **5. General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles. See Appendix A to this Code of Conduct.

Building on these principles, the following general principles have been developed specifically for the role of councillor:

##### **In accordance with the public trust placed in me, on all occasions:**

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

##### **In undertaking my role:**

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**

- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

## **6. Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

## **7. Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## **8. General Conduct**

### **8.1. Respect**

**As a councillor:**

**8.2. I treat other councillors and members of the public with respect.**

**8.3. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees.

## **9. Bullying, harassment and discrimination**

**As a councillor:**

**9.1. I do not bully any person.**

**9.2. I do not harass any person.**

**9.3. I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen

in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **10. Impartiality of officers of the council**

**As a councillor:**

**10.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be impartial. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

## **11. Confidentiality and access to information**

**As a councillor:**

**11.1. I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**

- ii. **I am required by law to do so;**
- iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. **the disclosure is:**
  - 1. **reasonable and in the public interest; and**
  - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
  - 3. **I have consulted the Monitoring Officer or Town Clerk prior to its release.**

**11.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**11.3. I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **12. Disrepute**

### **As a councillor:**

**12.1. I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

### 13. Use of position

#### As a councillor:

#### 13.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

### 14. Use of local authority resources and facilities

#### As a councillor:

#### 14.1. I do not misuse council resources.

#### 14.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

### 15. Complying with the Code of Conduct

#### As a Councillor:

- 15.1. I undertake Code of Conduct training provided by my local authority within 6 months of it being provided.**
- 15.2. I cooperate with any Code of Conduct investigation and/or determination.**
- 15.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 15.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

## **16. Protecting your reputation and the reputation of the local authority**

### **16.1. Interests**

**As a councillor:**

### **16.2. I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from Town Clerk or if necessary, the Monitoring Officer.

*You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1 of Appendix B**, is a criminal offence under the Localism Act 2011.*

## **17. Gifts and hospitality**

**As a councillor:**

**17.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**17.2. I register with the Town Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**17.3. I register with the Town Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Town Clerk for guidance.

## Appendices

### Appendix A – The Seven Principles of Public Life

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

## Disclosure of Personal Interests

6. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
7. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- \* 'director' includes a member of the committee of management of an industrial and provident society.
- \* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Personal Interests**

You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:
  - a) to which you are nominated or appointed by your authority  
or
  - b) the body
    - (i) exercises functions of a public nature
    - (ii) is directed to charitable purposes or
    - (iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)
2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.
3. A relevant person is –
  - i A member of your family or any person with whom you have a close personal association; or
  - ii Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
  - iii Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or **iv** Any person or body of a type described in paragraph 1 above

**Table 3: Prejudicial Interests****Prejudicial Interest Generally**

- 2.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest
- 2.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
- a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
  - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
  - c. relates to the functions of the Council in respect of—
    - i an allowance, payment or indemnity given to councillors;
    - ii any ceremonial honour given to councillors; and
    - iii setting council tax or a precept under the Local Government Finance Act 1992.



Department for Levelling Up,  
Housing & Communities

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[www.gov.uk/dluhc](http://www.gov.uk/dluhc)

Dear Lord Evans,

On behalf of the Government, I would like to thank the Committee on Standards in Public Life for its report and the recommendations arising from its review of Local Government Ethical Standards, and to all those who engaged with the Committee's work. Attached is the Government response to the Committee's individual recommendations that were directed at Government.

Vibrant local democracies flourish where the reputation of the local authority is held in high regard, where councillors' decision-making is transparent, valued and trusted by the communities they serve, and where people are willing and confident to put themselves forward as potential candidates. The standards and conduct framework within which local authorities operate must drive out corruption and promote commitment to the principles on standards in public life, and tolerance to the differing views of others. In responding to the review, the Government has taken into account the importance of protecting free speech and freedom of association within the law.

The Government is committed to working with local authorities and their representative organisations to ensure that local government is supported in reinforcing its reputation for ethical local standards.

The fact that this review had been conducted in such a collaborative way with the sector has been apparent from the outset and is borne out in the final report. I am keen that Government builds on the sector-wide enthusiasm for improvement.

The Government agrees with the Committee's conclusion that there have been benefits from local authorities being responsible for ethical standards, including the flexibility and

discretion to resolve standards issues informally. However, we also recognise the role of Government in ensuring that the system is robust.

The number of requests for legislation in the Committee's recommendations to strengthen the standards and conduct framework and its safeguards is considerable. As indicated in this response, the Government believes that some of these suggestions do not need a legislative response but can be more appropriately, effectively, and swiftly taken forward by local authorities as best practice. The Committee will recognise that the Government and Parliament has taken a different view on these matters when it legislated for the Localism Act 2011.

I thank the Committee for their work on the review and for their patience whilst Government carefully considered their recommendations, and I personally look forward to continuing to work with you as Government progresses the commitments made in this response with the sector.

Yours sincerely,

A handwritten signature in black ink that reads "Kemi Badenoch". The signature is written in a cursive, flowing style.

**KEMI BADENOCH MP**

**Minister of State for Equalities  
and Levelling Up Communities**

# Government response to the Committee on Standards in Public Life review of local government ethical standards

This Government response confines itself to the Committee's recommendations directed at Government, other than with regards to the first recommendation. The response to recommendations 10, 12, 13, 14 and 16 have been grouped together and therefore appear out of numerical order below.

## **Recommendation 1**

**The Local Government Association should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.**

The Localism Act 2011 states that relevant authorities must promote and maintain high standards of conduct by members and co-opted members. It requires these authorities to adopt a code of conduct for their councillors.<sup>1</sup> Authorities can determine the content of their own code of conduct. However, codes must conform to the seven 'Nolan' principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. Relevant authorities for the purposes of these requirements include local authorities in England, namely county councils, district councils, London borough councils and parish and town councils.

It is for individual councils to set their own local code, in line with the Act. The Government has previously published a light-touch illustrative code of conduct.

The Local Government Association has worked with sector representative bodies to update its own suggested code of conduct, with the intention that this new suggested code could establish a consistent benchmark that local authorities can amend or add to as they see fit to reflect local circumstances and priorities. The Local Government Association published the updated code of conduct in January 2021. However, it remains a local decision on whether this model code is adopted.

## **Recommendation 2**

**The government should ensure that candidates standing for or accepting public offices are not required publicly to disclose their home address. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to clarify that a councillor does not need to register their home address on an authority's register of interests.**

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<sup>1</sup> References to councillors in this document also should be deemed to include elected mayors.

This issue was brought up in the Committee's work on intimidation in public life, and the Government has already taken forward several steps in this regard. The Government is open and receptive to further steps to help prevent intimidation.

The Government agrees with the principle behind this recommendation – which safeguards elected representatives - and considers amending the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 would be an option to achieve it.

The Government will engage with interested parties on the best means to ensure that candidates and councillors are not required publicly to disclose their home address.

Notwithstanding, it is important that home addresses are internally registered with monitoring officers, to help avoid conflicts of interest.

### **Recommendation 3**

**Councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.**

The Government's view is that it is for individual local authorities to consider if their code of conduct is adequate in addressing the issue of inappropriate use of social media.

As the Government outlined to Parliament in March 2021 on tackling intimidation in public life: 'It is important to distinguish between strongly felt political debate on the one hand, and unacceptable acts of abuse, intimidation and violence on the other. British democracy has always been robust and oppositional. Free speech within the law can sometimes involve the expression of political views that some may find offensive': a point that the Government has recognised in a Department for Education policy paper<sup>2</sup>. But a line is crossed when disagreement mutates into intimidation, which refuses to tolerate other opinions and seeks to deprive others from exercising their free speech and freedom of association.'

It is important to recognise that there is a boundary between an elected representative's public life and their private or personal life. Automatically presuming (irrespective of the context and circumstances) that any comment is in an official capacity risks conflating the two.

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<sup>2</sup> Higher education: free speech and academic freedom Feb 2021  
<https://www.gov.uk/government/publications/higher-education-free-speech-and-academic-freedom>

#### **Recommendation 4**

**Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority.**

The Government agrees that local authority elected representatives should act in good faith in the public interest and not seek to influence decisions for personal gain, for malicious intent or to further the interests of any business or any other organisations which they may be affiliated with.

The Local Government Association have updated their [own suggested code of conduct](#) to state that the code applies when “[a member’s] actions could give the impression to a reasonable member of the public with knowledge of all the facts that [they] are acting as a [member]”.

It is for individual local authorities to ensure that their codes of conducts are regularly updated, comprehensive and fit for purpose. Elected members receive the necessary training to make them aware of their personal responsibilities in upholding the code.

The Government will keep this matter under review but has no immediate plans to amend the regulations.

#### **Recommendation 5**

**The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to include: unpaid directorships; trusteeships; management roles in a charity or a body of a public nature; and membership of any organisations that seek to influence opinion or public policy.**

The electorate must have confidence that the decisions of their elected representatives are being made in the best interests of the community they have been elected to serve. Unpaid roles may need to be declared if it is relevant to council business, and councillors should recuse themselves if necessary if discussions relate to private bodies, they are involved in.

The Government is mindful that councillors have a right to a private life, and rights of freedom of association outside their role as a councillor. It is frequently the case that people in public life have a complex pattern of interests and play a variety of roles with different types of organisations, including community interest groups and charities.

The Government will keep this matter under review but has no immediate plans to amend the regulations.

## Recommendation 6

**Local authorities should be required to establish a register of gifts and hospitality, with councillors required to record gifts and hospitality received over a value of £50 or totalling £100 over a year from a single source. This requirement should be included in an updated model code of conduct.**

The Local Government Association's suggested code of conduct published in January 2021 includes a requirement for members to "register... any gift or hospitality with an estimated value of at least £50". However, it did not contain any requirements relating to the total value of gifts or hospitality received from the same source over a sustained period.

Local authorities have the autonomy to set gifts and hospitality requirements in their own codes of conduct. The Government accepts that there is merit in best practice guidance on the thresholds for gifts and hospitality and agrees that a register of gifts and hospitality should be publicly available.

## Recommendation 7

**Section 31 of the Localism Act 2011 should be repealed, and replaced with a requirement that councils include in their code of conduct that a councillor must not participate in a discussion or vote in a matter to be considered at a meeting if they have any interest, whether registered or not, "if a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your consideration or decision-making in relation to the matter".**

Section 31 of the Localism Act 2011 requires that a councillor must not participate in a discussion or vote on a matter where they have a disclosable pecuniary interest in any matter to be considered at the meeting. Section 30(3) of the Localism Act 2011 further provides that any relevant pecuniary interests of a councillor's spouse or partner are considered as a disclosable pecuniary interest of the councillor.

The Committee's report reflects concerns that the disclosable pecuniary interest arrangements infringe on the privacy of a councillor's spouse or partner. Where there would be a potential conflict of interest, the principle of integrity requires that any such interests should nevertheless be declared and resolved.

The Government will keep this matter under review but has no immediate plans to repeal Section 31 of the Localism Act 2011.

## **Recommendation 8**

**The Localism Act 2011 should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once.**

The Government does not accept this recommendation as appropriate for legislation on the basis that it would be likely to be unworkable. The Government's view is that it would be more appropriately implemented as a best practice recommendation for local authorities.

In principle, it may be attractive to limit the terms Independent Persons serve to keep their role and contribution "fresh" and avoid them becoming too closely affiliated with the overriding organisational culture. However, discussions with Monitoring Officers indicate that in practice most local authorities would likely find servicing this rate of turnover unachievable. There is frequently a small pool of people capable and willing to undertake the role, who also fit the stringent specifications of being amongst the electorate, having no political affiliation, no current or previous association with the council, and no friends or family members associated with the council.

When local authorities have found effective Independent Persons who demonstrate the capability, judgement and integrity required for this quite demanding yet unpaid role, it is understandable that they may be reluctant to place limitations on the appointment.

## **Recommendation 9**

**The Local Government Transparency Code should be updated to provide that the view of the Independent Person in relation to a decision on which they are consulted should be formally recorded in any decision notice or minutes.**

The Government does not agree with this. The Local Government Transparency Code is a statutory requirement to publish information; it does not regulate the content of councils' minutes or decision notices.

The substantive policy suggestion has merit but will depend on circumstances. In cases where there is no case to answer from an unfounded complaint, it should not necessarily be a legal requirement to publish details of that unfounded complaint.

## **Recommendation 10**

**A local authority should only be able to suspend a councillor where the authority's Independent Person agrees both with the finding or a breach and that suspending the councillor would be a proportionate sanction.**

**Recommendation 12**

**Local authorities should be given the discretionary power to establish a decision-making standards committee with voting independent members and voting members from dependent parishes, to decide on allegations and impose sanctions.**

**Recommendation 13**

**Councillors should be given the right to appeal to the Local Government Ombudsman if their local authority imposes a period of suspension for breaching the code of conduct.**

**Recommendation 14**

**The Local Government Ombudsman should be given the power to investigate and decide upon an allegation of a code of conduct breach by a councillor, and the appropriate sanction, an appeal by a councillor who has had a suspension imposed. The Ombudsman's decision should be binding on the local authority.**

**Recommendation 16**

**Local authorities should be given the power to suspend councillors, without allowances, for up to six months.**

There is no provision in current legislation for a sanction to suspend a councillor found to have breached the code of conduct, and this was a deliberate policy decision by the Coalition Government at the time of the Localism Act 2011 to differentiate from the previous, failed Standards Board regime. The Standards Board regime allowed politically motivated and vexatious complaints and had a chilling effect on free speech within local government. These proposals would effectively reinstate that flawed regime.

It would be undesirable to have a government quango to police the free speech of councillors; it would be equally undesirable to have a council body (appointed by councillors, and/or made up of councillors) sitting in judgment on the political comments of fellow councillors.

On the rare occasions where notable breaches of the code of conduct have occurred, local authorities are not without sanctions under the current regime. Councillors can be barred from Cabinet, Committees, or representative roles, and may be publicly criticised. If the elected member is a member of a political group, they would also expect to be subject to party discipline, including being removed from that group or their party. Political parties are unlikely to reselect councillors who have brought their group or party into disrepute. All councillors are ultimately held to account via the ballot box.

As part of the Government's response to the Committee's report on intimidation in public life, the Government recommended that every political party establish their own code of conduct for party members, including elected representatives.

The Government will engage with sector representative bodies of councillors and officers of all tiers of local government to seek views on options to strengthen sanctions to address breaches of the code which fall below the bar of criminal activity and related sanctions but involve serious incidents of bullying and harassment or disruptive behaviour.

### **Recommendation 11**

**Local authorities should provide legal indemnity to Independent Persons if their views or advice are disclosed. The government should require this through secondary legislation if needed.**

The Government agrees in principle.

Initial soundings with the sector indicate that some local authorities already provide legal indemnity for Independent Persons.

The Government endorses providing legal indemnity for Independent Person as local authority best practice but does not currently see the need to require this through secondary legislation.

### **Recommendation 15**

**The Local Government Transparency Code should be updated to require councils to publish annually: the number of code of conduct complaints they receive; what the complaints broadly relate to (e.g., bullying; conflict of interest); the outcome of those complaints, including if they are rejected as trivial or vexatious; and any sanctions applied.**

The Government believes that this is better addressed through the sector adopting as best practice a regular pattern of annual reporting by Standard Committees of the cases and complaints handled and would encourage this as best practice by the sector.

The Government does not believe that there is a requirement to prescribe to local authorities the form and content of such Standard Committee annual reports.

### **Recommendation 17**

**The government should clarify if councils may lawfully bar councillors from council premises or withdraw facilities as sanctions. These powers should be put beyond doubt in legislation if necessary.**

The criminal law, overseen by the police and courts, provides for more appropriate and effective action against breaches of public order, for anti-social behaviour, and against harassment.

The occasion where councils would seek to bar councillors from council premises are thought to be extremely rare. We will consider this further.

### **Recommendation 18**

#### **The criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished.**

It is a criminal offence to fail to declare pecuniary interests, which acts as a strong deterrent against corruption.

The Government does not agree with this recommendation, but rather believes the criminal offence of a non-disclosure of pecuniary interest to be a necessary and proportionate safeguard and deterrent against corruption.

The high bar of police involvement has served to discourage politically motivated and unfounded complaints.

### **Recommendation 20**

#### **Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.**

The Government does not agree that this is necessary and has no plans to repeal Section 27(3) of the Localism Act 2011.

The Government considers that the adoption of the principal authority's code or the new model code is a matter for local determination.

There are merits in achieving consistency within principal authority areas to eliminate potential confusion amongst constituents and elected members but there may be instances where a parish council may want to add to the code of their principal authority to reflect local circumstances.

### **Recommendation 21**

**Section 28 (11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority.**

The Government has no current plans to repeal Section 28 (11) of the Localism Act 2011 but will give this matter further consideration.

### **Recommendation 22**

**The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 should be amended to provide that disciplinary protections for statutory officers extend to all disciplinary action, not just dismissal.**

The three statutory officers in local government are the Monitoring Officer, the Head of Paid Service (Chief Executive) and the Chief Finance Officer (often referred to as the Section 151 Officer).

Under the current disciplinary arrangements for statutory officers, any decision to dismiss a statutory officer must be taken by full council, following a hearing by a panel that must include at least two Independent Persons. The Committee consider that the disciplinary protections for statutory officers should be enhanced, by extending disciplinary protections to all disciplinary actions (such as suspension or formal warnings), not just dismissal.

The Government agrees in principle with this recommendation and recognises this will be pertinent to Monitoring Officers who may not necessarily be afforded the same seniority in the organisational hierarchy of a local authority as the two other statutory officers (Head of Paid Service and the Section 151 Officer), and who may be subject to personal pressures when conducting high profile breach of conduct investigations.

The Government will engage with sector representative bodies of all tiers of local government to seek views on amending the Local Authorities (Standing Orders) (England)(Amendment) Regulations to provide disciplinary protections for statutory officers.

### **Recommendation 23**

**The Local Government Transparency Code should be updated to provide that local authorities must ensure that their whistleblowing policy specifies a named contact for the external auditor alongside their contact details, which should be available on the authority's website.**

The Government agrees with the principle that openness is essential.

Most local authorities already publish their whistleblowing policy, procedures and a named contact on their websites, and Government is recommending that this is adopted as a best practice recommendation.

The Government published the UK National Action Plan for Open Government 2021 – 2023 in January 2022. This includes a commitment on local transparency.<sup>3</sup> The Department for Levelling Up Housing and Communities (DLUHC) will work with the local government community to develop a set of specific actions to advance transparency in the sector. DLUHC will support local government to solidify their transparency policies and processes and encourage proactive publication of open data across councils.

## **Recommendation 24**

### **Councillors should be listed as ‘prescribed persons’ for the purposes of the Public Interest Disclosure Act 1998.**

Prescribed persons are individuals or organisations that a worker may approach outside their workplace to report suspected or known wrongdoing and still be protected by the rights afforded to them under whistleblowing legislation. They are prescribed by an order made by the Secretary of State (for Business, Energy and Industrial Strategy) for this purpose. A complete list of prescribed persons is available here: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>.

Local councillors would not meet the criteria of being external to an individual’s workplace in relation to matters affecting the council and could therefore not be considered as a ‘prescribed person’ for the purposes of the Public Interest Disclosure Act 1998. Disclosures relating to local authorities can be made to the external auditor of the relevant authority, the Comptroller and Auditor General (National Audit Office), or a Member of Parliament.

However, the Government recognises that this may provide a further check and balance against council corruption or wrongdoing and is open to further representations on the matter on how local accountability can be strengthened in this regard.

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<sup>3</sup> <https://www.gov.uk/government/publications/uk-national-action-plan-for-open-government-2021-2023/uk-national-action-plan-for-open-government-2021-2023#local-transparency>



**Financial Regulations  
Buckingham Town Council**

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**1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The TRFO has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;



**Financial Regulations  
Buckingham Town Council**

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- ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;



## Financial Regulations Buckingham Town Council

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- borrowing;
  - declaring eligibility for the General Power of Competence; and
- shall be a matter for the full council only.

1.14. In addition the Resources Committee shall:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- addressing recommendations in any report from the internal or external auditors,
- writing off bad debts;

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)*.

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices)



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as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**



**Financial Regulations  
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- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council including any proposals for revising the forecast.
- 3.2. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - a duly delegated committee of the council for items over £1,500; or
  - the RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.



**Financial Regulations  
Buckingham Town Council**

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- 4.4. The salary budgets are to be reviewed at least annually for the following financial year, the RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
  - 4.5. In cases of extreme risk to the delivery of council services, the Town Clerk RFO may authorise revenue expenditure on behalf of the council which in the Town Clerk RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Town Clerk RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
  - 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
  - 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
  - 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [£250] or [15%] of the budget.
  - 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council the Resources Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.



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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.



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- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any new suppliers or changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

**6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.



## Financial Regulations Buckingham Town Council

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- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Deputy Town Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.



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- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.



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- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
  - 7.6. An effective system of personal performance management should be maintained for the senior officers.
  - 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
  - 7.8. Before employing interim staff, the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**



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- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the relevant committee, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The relevant committee will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or



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more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFORFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



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works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(d), and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the RFO or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under



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a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of



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valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Resources Committee at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

**16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

**17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**



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- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.





**Directorate for Communities  
Neighbourhood Services**

**Licensing Team**

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8<sup>th</sup> March 2022

Dear Town/Parish Council

**Licensing Act 2003**

**New Licensing Policy – Alcohol, Entertainment and Late Night Refreshments**

Buckinghamshire Council have produced a new licensing Policy, effective from 7<sup>th</sup> March 2022, which sets out the Council's approach to making decisions about licences. This Policy is not only important for businesses such as pubs, shops, restaurants and nightclubs, but also for members of the wider community such as residents, community groups and responsible authorities, who may be impacted by, or have an interest in, licensing decisions.

The Policy provides an important reference document to applicants and parties that may have concerns about a proposed or existing licensed premises. In accordance with the new Policy, the Council's licensing service will ensure that parish and town councils are informed when a new, or variation, licence application is made in relation to a local premises.

Any party with concerns about an application can submit representation to Buckinghamshire Council's licensing service. Town and parish councils are permitted to make representation on behalf of local residents and/or businesses. Local councillors may also submit individual representations, either on behalf of constituents or in relation to their own concerns.

When considering making representations it is important to note the following:

- Representations must be submitted by the legal deadline and must be relevant to the application being sought. The deadline is 28 days from when the application is made and the date will be made known in the consultation correspondence and is included in the statutory public notices displayed on site, in the local press and on Buckinghamshire Council's website.
- Representations must be made in writing and can be submitted via Buckinghamshire Council's web site through the public register or by emailing [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)
- Representations must clearly relate to the promotion of one or more of the licensing objectives (prevention crime and disorder, prevention of public nuisance, public safety, protection of children from harm).
- The representation should make it clear whether it is being submitted by the town or parish council, on behalf of a third party or in relation to an individual's own concerns.

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- When considering licence applications, legally the Council is not able to take account of whether the premises has planning consent, objections based on moral grounds and whether there is local demand for the proposal.
  - When contemplating making a representation, it is important to consider whether an objection is based on the proposal in its entirety, or whether concerns can be mitigated by amendment to the application, for example a reduction in proposed hours or additional conditions. Any suggested grounds for mitigation should be set out in the representation.

With respect to conditions, licence applicants are expected to demonstrate that they have considered the potential impact of their proposal on the promotion of the licensing objectives and identify any steps they intend to take to promote those objectives. Should the licence be granted, these measures will become legal binding conditions. When determining whether or not to grant contested applications, Buckinghamshire Council's Licensing Committee has the authority to impose additional conditions should an applicants proposed measures be deemed insufficient.

The licensing service has published a schedule of model conditions to assist applicants preparing applications. This document can also be referenced by parties wishing to make representation and used as the basis for suggesting additional measures. It is important to reiterate that any representation, and by extension any suggested additional conditions, must be relevant and appropriate to the application under consideration.

A copy of the [new policy](#) and model conditions document are available on the Council's new licensing web pages. The pages also provide details how to make representation via the Council's online public register.

Should you have any queries or require assistance with licensing matters then please contact Buckinghamshire Council's licensing service via [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)

Yours sincerely



Simon Gallacher  
Principal Licensing Officer

## **NATIONAL ASSEMBLY | INFORMAL SESSION ON LEVELLING UP WHITE PAPER**

On 16 February 2022, the National Assembly of the National Association of Local Councils (NALC) came together to discuss and provide a national perspective on the Government's Levelling Up the United Kingdom white paper.

This specially convened remote meeting was attended by over 30 councillor representatives from the 43 county associations and several county officers. A short paper summarising key measures of interest and relevance to the local (parish and town) council sector had been circulated in advance.

They considered how the white paper was being perceived on the ground and what the implications may be for communities, local councils as well as county associations and NALC.

Their perception was that there had been little detailed consideration of the white paper in the local media or in community discussions and networks they were involved in. Some county associations and regional groupings were planning to discuss the white paper at their next meetings.

There was a clear message that the Government needs to do more to get across the opportunities and positive implications for local communities.

However, there was more discussion taking place in other public sector organisations including principal councils, especially where they were among the 9 areas invited to submit a county deal or were preparing to be considered for future rounds.

For example, Devon was taking a 'Team Devon' approach involving all the tiers of local government to think about the future structure of local government although they were opposed to reorganisation. The Devon Association of Local Councils (DALC) had pressed for and had a seat at the table were involved in those discussions. There was a view that local councils had a critical role to play, but it was too early yet for this to be defined. DALC were continuing to work hard to ensure they remained included and that their voice was heard in the ongoing discussions. In Essex, it was being built into the county council's four-year plan.

There is some opposition from principal councils in some county areas to having a directly elected mayor.

There was quite a bit of discussion in other counties around the future of Local Enterprise Partnerships as it would appear the white paper is encouraging their integration into devolved arrangements. Elsewhere discussions were limited, so there is more for the government to do to ensure cut-through.

There were some concerns that white paper covered such a wide area and so many themes that it was difficult to see how they would be implemented without some prioritisation, much greater detail and clarification of delivery timescales.

As many of the proposals were subject to local influence/decision/interest, there was concern that some areas would be left behind. For example, the creation of further directly elected mayors and county deals would potentially benefit the areas involved, but what would happen to other areas, especially covering rural communities, which didn't participate. There was a real risk they would be further side-lined, and their needs overlooked or not addressed.

This issue was also true of the operation of the Community Infrastructure Levy (CIL), where only some principal councils had chosen to have a charging policy in place. This mixed approach meant that many communities were not seeing the benefit from development, especially local councils through the neighbourhood share and enhanced share for those with a neighbourhood plan, and would be left further behind.

There was a risk that whilst the missions were a positive step, the top-down approach did not appear to genuinely empower people. People's pride in place is very important to lifting-up areas and a top-down approach doesn't necessarily facilitate that.

Similarly, there were views about contradictions in the proposals that needed to be managed; whilst there was a focus on empowerment and communities, this was set alongside nationally determined and decided objectives, especially around planning and housing.

Building relationships with other tiers of government, both generally and to play a part in levelling up, was felt to be important and it was concerning that some district councils were taking a negative view of the proposals including on growing the parish sector.

Likewise, there will be a need to work in partnership more with businesses and organisations like Business Improvement Districts (BIDs) and civic societies which may help get a seat at the table.

Local councils provided a rich tapestry of community support, service delivery and local democracy but there are some significant holes in those areas without local councils. More needed to be done to complete the tapestry and create more local councils, especially in urban areas.

There was general support for the view that the sector needed to be better understood by policymakers as the first tier of local government and even more importantly the potential of the sector to deliver on some big issues facing communities and the country.

Respect and engagement from across the Government were also important and it was recognised that this would be made easier if local councils were more diverse, had better skills and more contested elections.

Planning and neighbourhood planning was seen as important vehicles to deliver much of the levelling up agenda which needed further consideration which should include greater protection for plans.

It was felt important the sector should have a seat at the decision-making tables at all levels of government, most notable in new structures being established by the white paper. Identified opportunities included NALC representation on the Levelling Up Advisory Council and subgroups and by county associations or groups of county associations on local panels and engaging with the proposed levelling up directors. There was a recognition that this could not be delivered by every local council or county association and would require some coordination and co-operation such as by identifying regional leads to provide a single point of contact and representation.

Given the white paper has replaced the devolution white paper previously floated, there were concerns that devolution usually stopped at the regional, county and district level with little onward devolution to local councils.

The importance of building capacity in the sector was stressed including building councillor leadership and clerk expertise.

In conclusion, whilst there were some dissenting voices, there was support for NALC taking a broadly positive view of the potential of the proposals for the sector, especially as there was growing evidence that some key national figures

and think tanks understood the sector and were keen to see it develop. This provided an opportunity to beef up the message of how important the sector was to communities and the levelling up agenda.

The meeting also addressed some specific questions:

What might the sector want to press for (eg powers/legislative change) to ensure local councils can help deliver levelling up?

- A better process for setting up of local councils across England including removing the powers for principal councils to have the final say on their creation and a new right of appeal.
- Local councils to have more of a say over the distribution of Community Infrastructure Levy (CIL) and Section 106 monies.
- Neighbourhood planning is very important and a way of for the community to express what it wants but plans should be taken more seriously and respected by all levels of government.
- Greater influence over housing.
- Right of appeal on planning matters.
- Easier access to the general power of competence and resources will unleash community power.
- Strengthen standards regime including sanctions for poor behaviour by councillors.
- Resources were important and not just council tax but access to other national government funding streams such as business rates and growth funds.
- More power/rights to be consulted and listened to.
- Local councils should be able to take over a function/service and there should be a presumption that this would be allowed, and that funding would follow function in perpetuity.
- Some areas had BIDs and others did not, leading to some communities not having equal access to support, therefore local councils should be able to levy a business rate where there was no BID.
- Direct access to national funding for example growth funds.
- Greater recognition from the Government and others that the sector has an important role and should not be overlooked from being able to participate in projects, bids and expressions of interest (for example Great British Railways competition) which often stop at principal council leaving local areas out.

What support will councils and councillors need to seize this opportunity and to want to do it?

- Capacity building was key to helping councillors and clerks up their game and step up and NALC should have a share of government funding available to support local government improvement.
- Consideration to building capacity for the future, involving young people in the sector's work and increasing citizenship education, especially in schools.
- Funding for council training and for councils that meet certain standards such as having a democratic mandate for example through the Local Council Award Scheme.
- Share of business rates to strengthen the sector.
- Encourage more people to get involved and stand for elections through NALC's Make a Change campaign.
- Councillor allowances to help people with costs such as travel and caring/dependant responsibilities which can be an obstacle to getting involved.
- Allow the flexibility to hold remote meetings.

How can we ensure the sector is influential in the national, regional and local structures being set up?

- It was important that the sector sought to engage positively and influence all the various initiatives and structures being developed and there needs to be particular emphasis on how county associations can engage with county deals and work together at the regional level.
- Experience shows that it is important to get involved early to secure a place at the table and to make the case for local councils; the white paper should ensure that is made that easier as county deals would need to mention something about robust and effective community governance and involvement.
- NALC and county associations have an important role in sharing intelligence about what is happening in other parts of the country to inform local engagement and negotiations and to share tips about how best to influence and get a seat at the table.
- Engaging MPs continues to be a vital and a means to seek influence in key decision-making forums.

- It should not be forgotten that sector representatives on the county or regional body had a lot to offer, coordinating communication channels and cascading information to all local councils (and their communities) on their patch which might be quite a big sell to those bodies.



## **We want to hear your views on new powers to enforce moving traffic offences in Buckinghamshire.**

Buckinghamshire Council wants to be one of the first English local authorities outside London with powers to enforce moving traffic offences. The benefits of these powers include:

- improve pedestrian and cyclist safety
- reduce congestion
- improve journey times for public transport
- improve safety around schools

These powers can currently only be used by the police but may not be their top priority, so the Department for Transport (DfT) plans to change legislation to enable councils to enforce moving traffic contraventions. This would be done using ANPR (automatic number plate recognition) cameras.

Offences that will be covered are varied and will include:

- ignoring no entry or no turning signs,
- entering yellow box junctions with no clear exit,
- stopping on school keep clears,
- driving where and when motor vehicles are prohibited,
- driving the wrong way up one-way streets or driving on routes for buses and taxis only.

The new enforcement powers would apply across Buckinghamshire and add to the powers the council already has to address dangerous or illegal parking.

Examining road safety reports and historical data, the council, in collaboration with Thames Valley Police, has created a list of locations that have been identified as areas where these new powers would be useful.

The list of locations is provided below and we would welcome your views before 4 April 2022. Please take a few minutes to read through the information below and respond.

### Proposed locations

1. Amersham - Gore Hill - No right turn out of Fieldway on to Gore Hill
2. Amersham - Whielden Lane A404 - No right turn into Whielden Street
3. Amersham - Amersham Road (A413) junction with Pipers Wood - No U-turn
4. Aylesbury - Mandeville Road - No right turn into private road (back of Asda near hospital)
5. Buckingham - High Street at the junction with Moreton Road A413 (running parallel to A422) - No entry
6. Buckingham - Well Street - Environmental weight restriction - Prohibition of goods vehicles exceeding 7.5 T
7. Chalfont St Peter - Oval Way outside Thorpe House School - School keep clear

8. Chesham - High Street - Pedestrian zone - prohibition of motor vehicles except loading for commercial vehicles
9. Gerrards Cross - Packhorse Road junction with Station Road - Entering yellow box junction with no clear exit
10. High Wycombe - Corporation Street - Prohibition of vehicles except buses and taxis (Hackney carriages only)
11. High Wycombe - Hamilton Road outside The Royal Grammar School - School keep clear
12. High Wycombe - Marlow Hill junction with School Close - Entering yellow box junction with no clear exit
13. High Wycombe - Castle Street - No entry except for buses
14. Wexham - Uxbridge Road at the junction with Black Park Road - No U-turn

How to have your say

You can tell us your views in one of the following ways:

- Complete the online survey using the link at the end of the page
- Email us at [MTO@buckinghamshire.gov.uk](mailto:MTO@buckinghamshire.gov.uk)
- Write to us at **Moving Traffic Offences Consultation**, Parking Services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury HP19 8FF.

If you have any questions about this consultation, please email us at [MTO@buckinghamshire.gov.uk](mailto:MTO@buckinghamshire.gov.uk).

**Please tell us your views by midnight on Monday 4 April 2022.**

### What happens next

Responses to this consultation will be considered by Buckinghamshire Council's Cabinet at its meeting on 10 May 2022.

If Cabinet gives the go-ahead, we plan to apply for these enforcement powers to the Department for Transport (DfT) later in May 2022.

If awarded the powers, we expect to be able to introduce them later in 2022.

### Survey questions:

1. Do you think taking on these powers to enforce moving traffic offences is a good idea?

- Yes
- No
- I don't know

2. Please tell us the reasons for your previous answer:

3. If you think there could be any negatives in taking on these powers to enforce moving traffic offences, please tell us them here:

4. If you have any comments about any of the proposed locations, please tell us them here:

.....

5. Buckingham - High Street at the junction with Moreton Road A413 (running parallel to A422) - No entry
6. Buckingham - Well Street - Environmental weight restriction - Prohibition of goods vehicles exceeding 7.5 T

.....

5. If there are any other locations in Buckinghamshire that you think we should consider for enforcement in the future, please tell us which location(s) and why:

6. How do you usually travel? (Select all that apply)

- Bus
- Car, van, or other type of motor vehicle
- Cycle
- Walk

Other (please provide details below):

7. Which of the following describe you? (Select all that apply)

- I live in Buckinghamshire
- I work in Buckinghamshire
- I travel in Buckinghamshire but live elsewhere
- I represent or own a business in Buckinghamshire
- I represent a community or voluntary group in Buckinghamshire
- I am a member of Buckinghamshire Council
- I am a member of a Parish or Town Council in Buckinghamshire
- Other (please give details below)

8. If you are responding on behalf of an organisation (e.g. a business or a voluntary group), please provide the following details:

Name of organisation:

Job title:

9. What is your postcode?

We want to hear and understand the views of people living and working in different areas. You don't have to provide your postcode, but it helps us plan and make considered decisions.



**BUCKINGHAM TOWN COUNCIL**  
**FULL COUNCIL**  
**MONDAY 28<sup>TH</sup> MARCH 2022**

Contact Officer: Mrs. K. McElligott, Planning Clerk

**20/00510/APP – AMENDED PLANS**

Land West of Moreton Road and Castlemilk [*Moreton Road Phase III*]

Erection of 130 dwellings, associated access and parking, landscaping, and amenity space and the change of land from agriculture to use for sports pitches/recreational open space and informal open space

*Armstrong [Bellway Homes and Avenue Farms Ltd.]*

The site is the field to the west of Moreton Road Phases I & II with vehicle accesses (north to south) from Twickenham Road on Phase II, serving the pitches and play space; from Castlemilk opposite Shetland, and from Lincoln, on Phase I. Footpath connections are proposed eastward to Hill Radnor and southward to Bradfield Avenue and the Rights of Way Officer has suggested a pedestrian link from the Public Open Space to Whitehead Way (Phase I) and Rogers Lane (Phase II):



Members will be aware that despite the Secretary of State's decision, this site was included in VALP, and this supersedes the Neighbourhood Plan.

Note that the detail drawings reproduced on pages 7 & 8 do not include the Public Open Space area which is to accommodate junior rugby pitches, a play area, a BMX pump track and small (10 spaces) car park.

The plots have had to be re-numbered due to the replacement of houses on plots 25 & 29 with (respectively) flats and maisonettes. The plot boundaries are largely as before except where parking arrangements have been changed.

No 'cluster' of Affordable Housing exceeds 15 dwellings (the maximum permissible is 18).



Members looked at the original application at Interim Council on 24<sup>th</sup> February 2020, and Opposed:

*Members would have appreciated acknowledgment from both the applicant and the supporting specialist professionals that the Buckingham Neighbourhood Plan currently prevails over the emerging VALP, and therefore the Secretary of State's 2017 decision remains valid.*

*The site is still within the town boundary even if it is outside the built envelope and Plan boundary. The Built Heritage document barely recognises this, and makes no reference to Buckingham's Vision & Design SPG retained policy or its Conservation Area, concentrating on Maids Moreton, which is a separate parish, as are [Radclive-cum-] Chackmore and Stowe.*

*A Travel Plan from 2014, even when lightly amended, is not a Transport Assessment. It was felt that a fully researched TA should be submitted, taking into consideration the 170 houses at Walnut Drive (16/00151/AOP). A total of 300 new dwellings would generate significant pressure on the Market Hill/Moreton Road/High Street junction, already agreed to be at or over capacity, with a lesser but significant effect on the Mill Lane/A422 junction.*

*Members would like to see evidence from the Phase I & Phase II Travel Plan Surveys that 'trip crediting' is an effective stratagem for mode shift before proposing its application to Phase III.*

*It would be interesting to learn how a safe cycle route into the town centre is to be implemented, presumably along the Moreton Road.*

*The 'alternative traffic-free route towards the town centre' is apparently Maids Moreton Avenue running from the Buckingham Primary School to the Stratford Road; it should be noted that this is an unpaved and undrained woodland track.*

*For the record the #32 and #134 bus services have not existed since November 2014. The #60/X60 does not serve the Moreton Road at all. Only one of the bus routes that do has any Saturday service, and there is no Sunday service. The #83 runs on Silverstone UTC term-time weekdays only.*

*Such buses as still serve the Moreton Road are not well-timed for ordinary work hours, even within the town (and there are no bus stops for the industrial areas south of the bypass), and this implies car use, especially in bad weather, for work and school travel.*

*Pedestrian and cycle timing has to take account of the lengthy steep hill between the town centre and the site.*

*Aylesbury also has a direct train service to London and is the same journey time from Buckingham town centre (30 minutes) by bus as Bicester North.*

*¶s 4.11.2 – 4.11.4 take a very narrow view; Buckingham is a hub for the surrounding villages, many of which have no facilities or public transport. Removal of parking spaces or increasing charges would penalise the residents of the hinterland unfairly, and damage the economic viability of the town centre as those who could, would go elsewhere rather than search for a parking space.*

*It was noted that no Affordable Housing was provided with a garage, and the majority of its parking spaces were kerbside rather than driveway; this does not comply with the principle of tenure blindness.*

*The proposed bin store does not seem adequate for the 12 bins (1 general, 1 recycling, per flat) required.*

*There is no tracking diagram for the refuse collection lorry.*

*This Council is opposed to Shared Surface streets, and would like assurance that all roads will be tarmacked and not block-paved.*

*Verney Park is a University campus not a public park like Bourton and Chandos Parks.*

*The NEAP and LEAP should be separated so that residents in the southern part of the site (and of Phase I) have a nearby playground. The kickabout area is too small and could well be extended to the north east towards the rugby pitches. Using a large number of different suppliers – including one just for a sign – makes maintenance and repair more difficult. Should the Town Council be asked to take on these play areas, it should be noted that some of these suppliers are not on the BTC approved list.*

*The proposed grass surfacing between the wet-pour areas in the playgrounds was also not acceptable.*

*Members assume the details of the pitch drainage, composition and lighting have been agreed by the Rugby Club. However 10 parking spaces is not enough and will lead to on-street parking in Phase II streets, to the annoyance of the residents. Furthermore no changing or toilet facilities are proposed for players and spectators; the clubhouse is a good distance away.*

Members reviewed Amended Plans at the Planning Committee of 22<sup>nd</sup> March 2021:

*Members noted that if the Examiner decided against inclusion of this site in VALP, the Secretary of State's refusal decision on 14/02601/AOP – that it was located beyond the settlement boundary identified in the Buckingham Neighbourhood Plan, and therefore a policy conflict to which he applied very substantial negative weight - would hold.*

*The additional traffic generated by the proposed development – in the absence of any evidence from Phases I & II of the value of 'trip crediting' on calculated vehicle movements – taken together with other developments adding to the pressure on the Old Gaol junction would cause considerable delays throughout the town centre. The Travel Plan had not had its errors corrected, particularly in respect of bus services which no longer exist, or no longer serve the Moreton Road. The statement "Route 151 also provides direct access to Buckingham Town Centre, and presents opportunities to interchange with a number of other bus services" is risible when the 151 makes one journey c.9am. There is no recognition that the hill from the town centre is steep, so residents will drive, whether to the town centre or through it to the supermarkets on the bypass, rather than walk back carrying shopping, and the Moreton Road is single carriageway width in part and does not (and cannot) have a footway both sides, so a safe cycleway is unfeasible, meaning that mode transfer from personal vehicles is less likely.*

*The Recommendations in ¶4.11 still take no account of the position of the town as resource centre for the surrounding settlements, few of which have any medical services, shops, regular public transport or other infrastructure, and would lead to the commercial death of the town centre.*

*This Council is not in favour of Shared Surface streets.*

*No Tracking diagram is provided for the refuse wagon or other large/long vehicles such as removal vans, and the bin store for the maisonettes should accommodate 6 general and 6 recycling bins – and the cycle storage assumes that only one resident from each maisonette owns a cycle.*

*For these reasons and previous comments which have not been addressed Members saw no reason to change their OPPOSE response.*

Between April and November 2021 the following consultees posted responses :

- Affordable Housing Officer (prefers original mix which had 75% affordable rent and 25% Shared Ownership, and requires wheelchair adapted housing to be to Category 3 rather than category 2 – to include wet-rooms rather than baths);
  - Ecology Officer (proposed conditions for Construction Environmental Management Plan and Landscape and Ecological Management Plan);
  - Highways (2 responses) corrects figures used in the Transport Assessment; considers that the proposed mode shift is attainable; still advocates a cycle lane down the Moreton Road into town and the left turn slip at the Old Gaol roundabout (which he calls the Moreton Road/Market Square/Stratford Road junction); lists his proposals for the s106 provisions;
  - Parks & Recreation (2 responses) expresses concerns at the proposed construction methods for the BMX pump track (a drawing was submitted in June 2021); *[see pages 12-13]*
  - Rights of Way Officer (suggests an additional path from the public open space to Whitehead Way); *[see page 1]*
  - SuDS Officer (concerns about surface water drainage and lack of proposals for rainwater harvesting)
  - Thames Valley Crime Prevention Officer (concerns about lack of surveillance and parking);
  - The Gardens Trust requesting a 'wire frame' outline be added to the 'view from the Bourbon Tower' at Stowe; *[this will be more necessary given the changes to roof pitch, see below – "House types/finishes"]*
- and the Buckingham Society and Maids Moreton PC.

New documents submitted in 2022 are:

- A cover letter detailing the changes as follows:
  - Design/Layout Changes
    - A review of allocated on-plot parking has been undertaken with a reduction in on-plot parking and the provision of unallocated on-street spaces as advocated by officers.
    - Garages have been pulled forward to reduce driveway lengths.
    - Disabled parking spaces have been re-located adjacent to the properties they serve.
    - A rear parking court introduced at the rear of plots 117 and 118
    - Amended parking court to the rear of no. 82 to provide wider spaces and incorporate green space into garden of plot 80.
    - Parking to plots 128-130 rearranged.
  - House Type/Finishes
    - Roof pitches amended according to roof material as requested to introduce variety. 35 degrees for slate, with 40-45 degrees for other tiled roofs.
    - A reduction in the amount of slate roof proposed as requested with greater use of plain tile.
    - Chimneys added to larger house types.
    - Amended mix of elevation materials with less use of light stock brick as requested. Amended mix comprises 50% Reigate medium multi brick, 35% Surrey orange and 15% Bradgate light buff.
  - VALP Policy/Allocation
    - EVC charging points will be provided in accordance with prevailing standards.
    - Cycle parking is provided by garages or sheds/cycle stores where no garage is provided.
    - Contours added showing depths of ponds to demonstrate they will appear as naturalistic features as requested.
    -
- Adoption Layout *[Road and perimeter parking areas for adoption and new building outlines; does not include parking courts]*
- Affordable House Types (8) *[Plans & Elevations]*
- Amenity Check Layout *[Public Open Space; reproduced below, p.8]*
- Revised Flood Risk Assessment

- Landscape & Visual Technical Note *[To address the comments made by The Garden Trust; includes photos from various viewpoints towards the site, but no indications of building heights or wire-frame outlines]*
- Materials Layout *[additional materials as per letter above, and changes to building outlines; reproduced below]*
- Planning Layout *[cropped copy on p.2]*
- Planting Plans 1 - 8 and overview
- Private House Types (20) *Plans & Elevations*

And responses from:

- Affordable Housing Officer *(updating previous comments to reference VALP policy)*
- Crime Prevention Design Advisor *(nothing to add to previous comments)*
- Internal Drainage Board
- Rights of Way *(nothing to add to previous comments)*

and

- Maids Moreton & Foscoate Action Group *(cumulative effect of Walnut Drive traffic)*
- Simon Mallett *(traffic)*
- Roger Newall *(design)*

### **Flood Risk Assessment (Update to the 2014 FRA):**

The first section of the document comprises responses to 7 questions posed by Buckinghamshire Council Flooding/SuDS officers.

Although flooding within the existing Phase I houses has been recorded, this is 'anecdotal' and is not recorded on EA maps. There are periodically active springs in the field, and the ditch along the north of Bradwell Avenue is a well-known source of surface water run-off excess.

The Flood officers advocate grey water re-use as one means of reducing the amount of surface water to be disposed of.

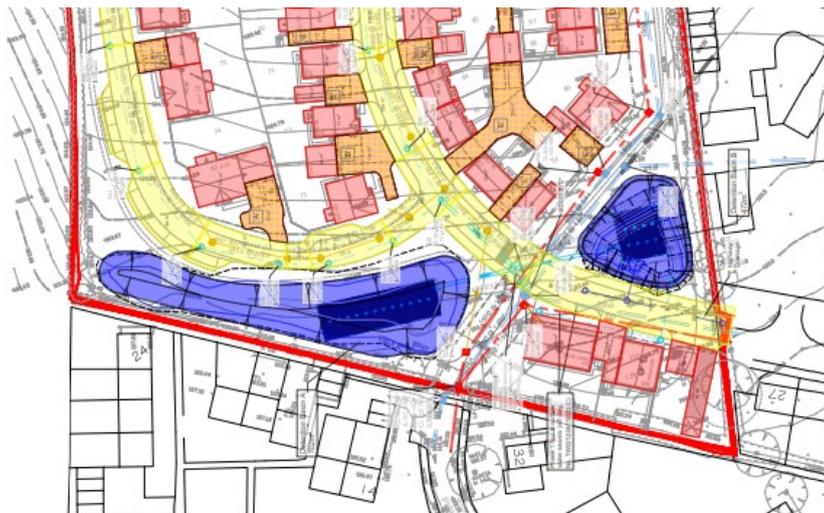
Infiltration tests have proved that drainage into the soil is only a reliable disposal method in some areas of the site.

SuDS officer has requested that the pitch drainage be into a surface water pond rather than the proposed underground cellular storage tank, and a series of swales and a detention basin will now discharge into the existing ditch at Greenfield Run-off rates.





This central area of the site will have self-drain driveways (blue) and private soakaways (green)



Detention basin at southern end of site and ditch along southern boundary adjacent to Bradwell Avenue

See also the Clerk's comments on p.14

The major Design/Layout Changes as listed in the letter above are:

Chimneys have been added – to 13 of the buildings only.



2021



2022

New parking court behind plots 117 & 118; note also the newly marked disabled bays for the flats and maisonettes on plots 120 – 125 (blue dots indicate Affordable Housing for rent, there are also yellow dots to indicate Shared Ownership)



2021



2022

The amended parking court to the rear of Plot 82; note also the rotation of the garage serving plots 83 and 84 so that its ridge aligns with the houses to the east; the loss of one visitor bay; and the new layout of plot 80, which allows the parking for the corner unit (now plot 81, was 79) to be placed in the carport instead of tandem parking at the bottom of the garden; the carport previously housed the parking for #82 (previously 80) which is now in the parking court.



Change to plots 128 - 130 2021→



2022: Note that the bungalow (128) has two parking spaces, one at each end; note also the contouring on the two ponds. The pond in the Open Space at the north of the site has not been redrawn with contours.

The following drawings are rotated to save space and not to the same scale: (N→)





The Amenity Check drawings  
 The perimeter green space is unchanged except for rearranged parking bays, but the internal green patches have disappeared.

**2021**

**LEGEND**

- Site Boundary
- Roots
  - Forticrete SL8 Slate Grey
  - Forticrete Gemini Mixed Russet
- Walls
  - Ibstock Surrey Orange
  - Ibstock Bradgate Light Buff
  - Ibstock Reigate Medium Multi
- Miscellaneous:
  - \*Screen walls to match the associated housetype facing brick.
  - \*White window frames to all plots.
  - \*Black doors to all plots.
  - \*Black rainwater goods to all plots.
  - \*White barge boards, fascias and soffits to all plots.
  - \*Porch canopy to match window frames.
  - \*Refer to planning house type drawings for elevation details.

**2022**

**LEGEND**

- Site Boundary
- Roots
  - Forticrete SL8 Slate Grey
  - Forticrete Gemini Mixed Russet
  - Marley Eternit Clay Plain Tile mixed t
- Walls
  - Ibstock Surrey Orange
  - Ibstock Bradgate Light Buff
  - Ibstock Reigate Medium Multi
  - Ivory Render
- Miscellaneous:
  - \*Screen walls to match the associated housetype facing brick.
  - \*Black window frames to POS frontage.
  - \*Light grey window frames to rest of the plots.
  - \*Black doors to all plots.
  - \*Black rainwater goods to all plots.
  - \*White barge boards, fascias and soffits to all plots.
  - \*Porch canopy to match window frames.
  - \*Refer to planning house type drawings for elevation details.

Materials Layout

Planning Clerk's observations:

1. A number of new house designs have been introduced, and new flats and a bungalow added. The size breakdown is now (2021 Revision totals in brackets)

	houses					maisonettes	flats	bungalow
	1 bed	2 bed	3 bed	4 bed	5 bed	2 bed	1 bed	3 bed
Private sale		<b>9</b> (9)	<b>48</b> (46)	<b>18</b> (24)	<b>9</b> (5)			
Affordable Housing		<b>12</b> (20)	<b>17</b> (16)	<b>4</b> (4)		<b>6</b> (2)	<b>6</b> (4)	<b>1</b>
Totals		<b>21</b> (29)	<b>65</b> (62)	<b>22</b> (28)	<b>9</b> (5)	<b>6</b> (2)	<b>6</b> (4)	<b>1</b>

The division remains the same: 130 dwellings in total, 84 private and 46 (35%) affordable.

- Half the flats and maisonettes are ground floor, the rest are first floor, and there are seven Disabled parking spaces, one for each ground floor dwelling; the maisonettes and bungalow have an additional ordinary parking space.
- All the roads appear to be block-paved
- The parking layouts occasionally mean that parking is not adjacent to the dwelling served ...
- ...and some plots have a very long walk to take the bins out, which will probably mean bins being left at the front of the house in between collections, see the three houses marked up below. A bin shed at the front of the dwelling would be tidier.



- One would hope that the County Highways Officer knows the difference between Stratford Road and High Street, and Market Square and Market Hill, particularly as Market Square is the site of the other over-capacity mini-roundabout; and that he has taken the trouble to consider how a cycle lane is to be accommodated on Moreton Road (the Travel document contains a photo of the 'shared use' foot/cycleway, but this does not extend further south than the Phase I site boundary).

7. Of our previous criticisms the following remain unaddressed:
- The Travel Plan is unchanged; there are now two buses downhill and one up per weekday past the site, at approximately 9am and 12.15, which is no use at all for those with normal working hours or senior school children. The bus back is at 12.00, though if the passenger is willing/able to walk to the site there are a few more buses to Western Avenue, which would take the hill out of the walk
  - The Travel Plan still considers the town to have 'gentle topography' which will encourage new residents to walk or cycle; clearly they have neither cycled up the Moreton Road, nor carried shopping up it
  - None of the Affordable Housing has a garage, which is contrary to 'tenure blindness'
  - There is still no sign of a tracking diagram for the refuse collection wagon
  - There are still only 10 parking spaces and no toilet or changing facilities by the rugby pitches
  - There are still some stretches of Shared Surface street, and though these are coloured blue for adoption on the appropriate drawing, I don't know if Buckinghamshire will be amenable to that, or adopt block paving; the lack of paved footpath is particularly concerning in the vicinity of the play area:



Paved footways are white in the drawing; the brown ones in the perimeter verges and open space are timber-edged hoggin. The playground is along the path going north, top left. The grey shaded road area is charcoal-coloured block paving, according to the key; the other road surface is not in the key. Possibly it is buff-coloured block paving?

- BMX pump track

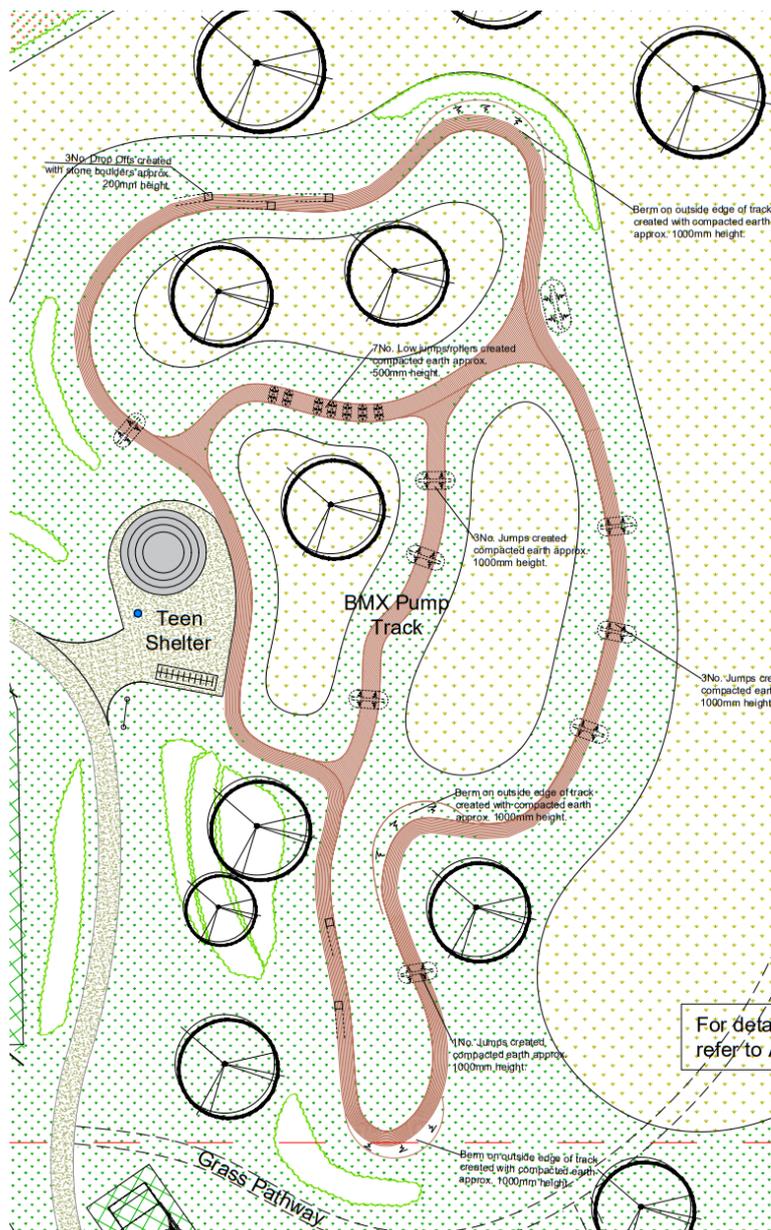
The Deputy Town Clerk has contributed the following critique of the BMX track: "The track appears to have been designed by someone who knows nothing about pump/BMX tracks and is simply a collection of features copied and pasted out of a design guide. It claims to be a pump track put there is no way that it can be ridden without pedalling as the roller sets/jumps are randomly spaced and only some of the corners are bermed. There is no information on how the jumps will be shaped and therefore it is impossible to tell where a rider is likely to land. A facility like this needs to be designed by a specialist.

I don't know if there is a separate document with a full risk assessment? Because the plans don't give any indication that the designer has thought about how the track will be ridden. Just putting in standard features isn't good enough. Thought needs to go into how fast the features will be hit? Where are the proposed landing zones? What are the sightlines like? Why is there a jump in the middle of a bend? If I mess up the third jump on the righthand side, will I hit that tree?

There is nothing to suggest that any thought has been given to wheelchair users. Well-designed pump tracks should be wheelchair friendly; this does not appear to be the case here.

The features (all the jumps and berms) need to be correctly surfaced with MOT1/ tarmac. The current design using compacted earth is unsafe and will fall apart rapidly. "

- The Estates Manager has added that compacted earth erodes easily, and needs constant attention, including weed removal.



For those of you unfamiliar with this activity, a key to terms is included:

**Pump Tracks:** This type of trail consists of a loop of berms, rollers and other trail features that are used to generate speed without pedalling. This type of track is not only fun to ride, but can also teach riders skills that can be applied to all mountain bike disciplines.

**Berm:** A berm is a banked and curved cornering feature on a trail that provides support for the rider when turning a corner allowing them to turn in a smooth manner. A berm allows the user to maintain speed while cornering.

**Drop Offs:** A drop off is where the rider will undertake a step down from a high level to a lower level, defined by instantly losing vertical height over a trail edge. Commonly stone is used in drop offs features as it is not subject to rot or erosion and can take continual braking and impacts. At the moderate (blue) end of the scale, a drop off may be no more than a 10cm step down which will cause the rider a minor disturbance in the ride.

**Jerm:** A jerm is a convexly banked and curved cornering feature on a trail, which facilitates a change in direction in a smooth manner. A jerm allows the user to maintain and possibly gain speed while cornering.

**Rollers:** A roller is a trail feature where the trail surface rises then falls smoothly, which should be rideable without pedalling. As the name suggests, rollers are designed to be rolled over. Skillful riders can use rollers to gain speed and control by 'pumping' them.

**Whoops:** Whoops are a technical feature consisting a series of abrupt, yet smooth and regularly spaced mounds. They are designed to be ridden at speed without pedalling, but can be ridden slowly.

- **Flooding**

The FRA was added to the website on 23/3/22 and thus only a cursory reading has been possible.

However, the complaints of flooding from Bradwell Avenue (from before Phase I was built, and ever since) and more recently from Phase I residents themselves, predominately along the eastern and northern boundary mean that consideration has to be given to the greatly increased area of hard surfacing innate to this proposal, its position on a hill-top site, and the possible effects not only in the vicinity, but also the town in general.

It is notable that Moreton Road is mentioned nine times in the County's s19 report on the December 2020 floods, for example:

(p.52) "Retrofitting of SuDS in highways and public open space in specific local catchments draining to surface water hotspots like March Edge, Stratford Road and Wharfside Place, Mitre Street and Gawcott Road and Moreton Road, would be desirable, as they would help to slow down surface water flow routes and remove surface water from highway drainage."

KM  
18/3/22



**Buckingham Town Council  
Climate Emergency Action Plan Update  
March 2021**

At Full Council on the 15<sup>th</sup> July 2019 Members AGREED:

*“That Buckingham Town Council declares a climate emergency and commits to encourage Buckingham to become carbon neutral. This will help to raise the profile of this vital issue and secure external support and funding. It is also proposed that Buckingham Town Council also signs up to the Covenant of Mayors to track our progress and link with towns around the world who are cutting emissions. Our aim is to make the Town Council carbon neutral by 2030 and encouraging the town’s population, organisation and businesses to work with us in that aim.”*

and for

Local Councils that have declared a climate emergency tend to do so to provide leadership and help educate their communities about both the threat of and solutions to the climate crisis. This should then act to harness “people power” to make that change possible at all levels, especially driving higher levels of government to act and ultimately force them to pull the economic and legislative levers needed to reverse global warming and restore a safe climate.

This action plan sets locally determined actions with measures to deliver the objectives both within the Council and across the town. The actions are measurable with targets that hold the Council to account. This Climate Emergency Action Plan is an over-arching pledge that identifies the following priority areas of change:

**Objectives**

- a) Energy - to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat.
- b) Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.
- c) Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.
- d) Economy, Housing & Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water
- e) Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.

### Buckingham Town Council Climate Emergency Action Plan

<b>Community Engagement - to engage local people in accelerating their own responses and building resilience to ongoing climate impacts.</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
1.	<b>Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness of the issues.</b>	Number of visitors per year	Resources Committee	Page created on the Town Council's website and has generated 124 page visits during the last year and, 114 unique page visits. Social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.
2.	<b>Information can be made available in Buckingham library and on notice boards to maximise public awareness and access to information</b>	Number of contacts made	Resources Committee	It is hoped we can arrange something with the Buckingham library, once business return to normal – Autumn 2021.
3.	<b>Encourage practical action by local people through proactive communication campaigns. Consider creation of an impartial local guide that provides information on accredited local energy assessors and renewable energy installers for solar panels, batteries, EV chargers and heat pumps etc.</b>	Number of downloads/copies requested. X per year	TC&E and Environment Committee	To be created following first public meeting (date to be confirmed).

4.	<b>Consultation on the Buckingham Neighbourhood Plan refresh will enable detailed consultation on the proposed changes.</b>		Planning Committee	Consultation to be rolled out in Spring/Summer 2021.
5.	<b>Encourage the formation of Local Climate Action Groups.</b>	One formed	Resources Committee	To be created following first public meeting (date to be confirmed).
6.	<b>Host a public meeting on the issue.</b>	One per year	Resources Committee	Delayed by lockdown. In consultation with the Town Council's Climate Champions on a suitable way forward.
<b>Energy - reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Updates</b>
7.	<b>Implement an Energy Audit of all Council buildings, operations and vehicles</b>	Actions implemented	Resources Committee	Carbon footprint Audit providers to be investigated and options to be presented to Resources Committee on the 26 <sup>th</sup> April 2021.
8.	<b>Change BTC energy provider to renewable/ green tariffs</b>	Moved to green tariffs by 2020/21	Environment Committee	Delayed conducting a thorough review until we have the solar panels in place, at least at Lace Hill, as then we may be able to get deals that also

				cover buyback from the panels.
9.	<b>Offset carbon emissions by planting more trees (whenever possible)</b>	One tree planting project per year	Environment Committee	2020 Tree planting sessions: 12 <sup>th</sup> March and 7 <sup>th</sup> November. Tree Planting sessions for Spring 2021 have been postponed due to Covid-19 restrictions, plans are in place for an Autumn/Winter event.
10.	<b>Investigate options for carbon offsetting Town Council event e.g. Bonfire &amp; Fireworks</b>	Publication of carbon offsetting certification for each relevant event	Town Centre & Event Committee	To be investigated as part of the carbon footprint audit – April 2021.
11.	<b>Minimise the climate impact from development and encourage a low carbon economy through our planning system by:</b> <ul style="list-style-type: none"> <li>• <b>Encourage a sustainable pattern of development supported by a low carbon transport infrastructure</b></li> <li>• <b>Promote sustainable design in and in the overall town by interrogating every planning application (large or small) with our developing set of 'zero carbon planning questions'</b></li> </ul>	% of new builds in the parish to be low carbon properties	Planning Committee	To be considered through consultation on the Buckingham Neighbourhood Plan refresh. Consultation to be rolled out in Spring/Summer 2021. Draft design guide prepared which takes account of this.
		% of new builds in the parish to be low carbon properties	Planning Committee	
12.	<b>Install renewable energy generation on Council owned buildings</b>	Installation of Photovoltaic Panels on all the Lace Hill Centre, The Community	Full Council and Resources Committee	Quotes are currently being sought for Lace Hill. The Community Centre panels will then be pursued once the

		Centre and the new cemetery building (once constructed).		current vaccination programme is ended. The new cemetery design will take account of solar and other reusable energy.
<b>Economy, Housing &amp; Waste – to support the local economy to ensure existing and new homes are climate resilient whilst reducing, re using and recycling materials and ongoing resources e.g. water</b>				
	<b>Action</b>	<b>Measure</b>	<b>Responsibility</b>	<b>Update</b>
13.	<b>Provide recycling facilities at all Town Council Events.</b>	One bin per event	TC&E Committee	Recycling bins are now being provided at all Town Council events. In particular, noting the success of recycling Biffa bins at Music in the Market & Bandjam.
14.	<b>Work with and support litter picking initiatives around town including the increased promotion of River rinse.</b>	One Town Council event per year in addition to the two river rinses	TC&E Committee	Despite the pandemic a River Rinse still took place. During October the Town Council launched a 'Rubbish Campaign' to encourage residents to conduct individual litter picks, which was covered by national local council press.

	<b>Investigate possibilities of rainwater harvesting for all new town council buildings and use the water for planters and hanging baskets</b>	One per new build (owned by BTC)	Resources Committee	To be considered within the construction design stage of the new cemetery buildings.
15.	<b>Fit water saving devices in all town council owned toilets</b>	One per toilet	Environment Committee	Report to be produced for March 2021 Environment committee.
16.	<b>Promote the installation of the water bottle refill station in Chandos Park and the national refill initiative</b>	Number of interactions through Social Media	Environment Committee and Resources Committee	<b>COMPLETE</b> Water bottle refill station installed and positively received.
17.	<b>Actions implemented to eliminate the use of single-use plastics within Council offices/buildings and continue to promote Plastic-free Buckingham</b>	No purchases of single use plastics	Resources Committee	The Council no longer purchases single use plastic items for events and for use within its offices. The plastic-free message was promoted as part of the 'Rubbish Campaign' and launch of the water bottle refill station in Chandos Park.
18.	<b>Implement waste education and promotional campaigns</b>	Number of interactions through social media and with groups including schools	Resources Committee	Officers have been continuing to promote what the Council is doing to address climate change. Social media content planning sessions allow for a regular programme of environmental campaigns and initiatives.

19.	<b>Request a carbon footprint of any Town Council investment and seek to reduce this by switching to investments supporting renewable energy projects and eco-enhancements.</b>	Measure and publish low carbon emission certification	Resources Committee	To be considered at Resources Committee 26 <sup>th</sup> April 2021
20.	<b>Buy local, fair-trade, recycled, plastic free, repairable and sustainable products wherever possible/available.</b>	Consideration of a procurement strategy	Resources Committee	Wherever possible sustainable materials will always be sourced. The most recent example being the 7 new recycled plastic litter bins for the Brackley Road cemetery.
21.	<b>Ask grant applicants to consider the impact on the environment of their project and any steps they can take to mitigate them. Members to consider these responses when allocating grant funds.</b>		Resources Committee	From 2021/21 each applicant must state how their organisation is working to reduce the environmental impact of their project.
<b>Transport – to promote walking, cycling and public transport. Accelerating the move to Council owned electric vehicles.</b>				
	Action	Measure	Responsibility	Updates
22.	<b>Explore more bike parking facilities around the town, including local schools and businesses.</b>	5 more racks by 2021	Planning Committee	Approved applications for: RLS 13 + 6 at the Sports Hall and McDonalds 4 double-sided bike racks. All new development housing has either a shed

				big enough to house a bike, or (for flats) a room for cycle parking, generally at the rate of 1 per flat: St Rumbolds Fields 398 houses & flats Hamilton site 33 flats + 17 houses.
23.	<b>Consider holding an event that promotes cycling around the town</b>	To be considered on a future agenda of TC&E 2019/20	Town Centre & Events Committee	To be considered at TC&E once business returns to normal and social distancing rules allow for more public events.
24.	<b>Replace BTC owned vehicles and green spaces equipment with suitable electric models when existing petrol, and diesel vehicles come to the end of their usable life, resulting in full replacement with electric vehicles by 2030.</b>	Replace each vehicle at the appropriate point in its lifecycle.	Environment Committee	Electric vans (total - two Renault Kangoo) leased in Winter 2019 and Summer 2020. Aim for full replacement of all vehicles with electric alternatives by 2030.
25.	<b>Refurbish and promote the town's benches to assist walkers to take short rests. Advertise with signs 'pedestrian friendly town'</b>	Replace each bench at the appropriate point in its lifecycle.	Environment Committee	Walking trails regularly promoted via Buxplore along with healthy outdoor activities. Greenspaces team have refurbished or repaired a number of park benches throughout the town and funding has been approved for another 8 benches/picnic tables via

				the Buckingham & Villages Community Board. Environment Committee Members to discuss whether is it still desirable to pursue signage for a 'pedestrian friendly town'.
26.	<b>Work with Buckinghamshire Council to extend/ improve cycle/ walking network</b>		Full Council	The Greenspaces Team have maintained walking and cycling routes across BTC land holdings and under agreement with others. The Town Council have provided feedback to Buckinghamshire Council to support the introduction of a cycle scheme between Gawcott and Buckingham via the Emergency Active Travel fund.
27.	<b>Work with Buckinghamshire Council on increasing EV charge points on public land</b>		Full Council	Initial contact has been made with electric vehicle charging companies to identify potential solutions. Suitable locations and best-fit products are to be identified.

Food & Land - to promote sustainable land management, including tree planting to help absorb carbon & water.				
	Action	Measure	Responsibility	Updates
28.	<b>Finalise Flood Plans with local partners</b>	Number of contacts established	Environment & Resources Committee	Additional properties have been added to the list of vulnerable addresses.
29.	<b>Advise residents on steps to increase resilience</b>	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	A number of volunteers have come forward and investigation is underway to determine the appropriate policies, procedures, insurance and training for volunteer flood wardens.
30.	<b>Promote the community flood warden scheme</b>	Increased number of residents signed up to the Flood Warden Scheme	Environment & Resources Committee	Initial meetings have been held between Buckinghamshire Council and the Town Council to discuss how to ensure a coordinated response to future flood plans. Flooding advice has been added to the town council website. All properties at risk will be written to each year with details of the Council's plan and sources of support.

31.	<b>Protect and enhance native species and habitats. Promoting and supporting opportunities for environmental enhancement and regeneration</b>	One environmental campaign per year	Environment Committee	Installation of wildflower boards in Bourton Park to promote the planting of native wildflower species (April 2021). Thousands of native Woodland bulbs were planted around Bourton Park in September 2020. Further wildflower planting is planned for 2021.
32.	<b>Support local food production including the provision of more allotments for people to grow their own food.</b>	Number of allotment holders at the new Tingewick Road Allotment site	Full Council	The Town Council continues to signpost new applicants to the Allotment society and is working with Buckinghamshire Council on potential sites for community gardening sites. Plans for the new site will be developed during 2021.
33.	<b>Seek adequate garden space or community spaces for growing food in all future development.</b>	One community space per new development	Full Council and Planning Committee	To be reviewed within the refresh of the NDP
34.	<b>Purchase (where possible) locally produced and fair-trade food for the Council's use and civic events.</b>	All BTC events	Town Centre & Events Committee	Incorporated within planning for all Town Council events.
35.	<b>Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects</b>	To be considered within Greenspaces Strategy and	Environment Committee	The grass cutting plan will be reviewed by Environment Committee in March 2021.

		Management Plan for Parks		
36.	<b>Each year allocate a section of land to be planted with wildflowers.</b>	One per year	Environment Committee	A new section of wildflowers was planted in 2020 in Bourton Park, on the car park side of the river. Plans are in place to 're-wild' sections of verge along the bypass with wildflowers and grasses.
37.	<b>Plan a new eco-friendlier cemetery to include planting more trees and wildflowers.</b>	Measure and publish plans and low carbon emission certification	Environment Committee	Proceeding with the tender process for the first phase of the planning and design of the new cemetery. To enable this a sustainable design approach is to be taken in all aspects of the new cemetery. In particular; to reduce energy demand, improve energy efficiency and convert to renewable, low or zero carbon technologies for energy and heat as well as recycling materials and ongoing resources e.g. water.
38.	<b>Work with the Tree Wardens, in promotion of the Tree Charter.</b>	5 new Tree Wardens signed up per year.	Environment Committee	Following promotion through our website and social media we've have

				signed up 8 new Tree Wardens during 2020/21. A meeting of the Tree Wardens took place on the 26 <sup>th</sup> November 2020 and Wardens were tasked with completing Tree Planting Surveys for their local area. Plans are in place to arrange more events once business returns to normal.
39.	<b>Look to legally protect the future of the riverside parks in Buckingham, including Chandos Park, Bourton Park and Heartlands as parkland.</b>	Future agenda of Environment Committee 2019/20	Planning Committee and Environment Committee	To be reviewed following resolution of devolution discussions.



Minute No.	Action	Action Required	Who?	Update	Deadline
384/19; 817/20	Photograph	Members discussed and <b>AGREED</b> arrangements for formal photographs of the 2019/20 Full Council and also the Council elected in May 2021	Town Clerk	Complete. Framed version received.	Mar-22
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
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 held, second meeting postponed, to be arranged for April 2022	Apr-22
386.2/21	Public Health Meeting to discuss healthcare provision in Buckingham	Members <b>AGREED</b> to leave it on the action list and review it at an appropriate time.	Town Clerk	Ongoing	

30/21	Code of Conduct	<b>AGREED</b> 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		Agenda
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 <b>AGREED</b> for the Town Clerk to investigate the current situation with Highways and report back to a future meeting of Full Council	Town Clerk	Complete	

353	TVP Counter Closures	<p>353/21 Motion – Cllr. M. Cole JP  Proposed by Cllr. Cole and seconded by Cllr. Stuchbury that this Council, having been involved in the 2021 consultation about closing Thames Valley Police front desks as a cost-saving exercise, asks how TVP can justify wasting £14.4m of taxpayers' money in pulling out of the Equip IT venture being developed with Surrey and Sussex forces, in which it was the major partner. Prior to the May 2021 elections, TVP was also asking for an increase to its council tax precept to provide more officers. This waste of council taxpayers' money appears to be at odds with that, and we would ask the TV Police Commissioner to justify this profligacy. We would also ask what is the latest situation on counter closures, given that TVP itself noted 51%, a majority, of those taking part in the consultation were opposed to it.</p> <p>Members voted unanimously in favour of Cllr. Cole's motion and the Town Clerk was tasked with writing to the TV Police Commissioner.</p> <p style="text-align: right;">ACTION TOWN CLERK</p>		No response has been received	
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631/21	Lack of response from Police and Crime Commissioner (353/21)	<p>Cllr. Cole raised concerns about the lack of response from the Police and Crime Commissioner (353/21) to the letter from the Town Council, dated 27th September 2021. There has been no response to the request for answers regarding expenditure and county closure. Cllr. Cole requested that the Town Council write again, demanding an answer to the questions and deploring Thames Valley Police and Crime Commissioner's discourtesy towards Buckingham Town Council. Members AGREED for the Town Clerk to write and email Thames Valley Police and Crime Commissioner along with the Police and Crime Panel Chair and Buckinghamshire representative on the Crime Panel.</p> <p>ACTION TOWN CLERK</p>		No response has been received	
632/21	Two-part approach and arts and cultural centre funding	<p>1.1 It is recommended that from now onwards the Council takes a two-part approach to all large new developments, of providing a response to the planning applications, but also providing a S106 request in detail at the earliest possible stage, making it clear that this in no way detracts from any overall opposition to a development.</p> <p>1.2 The Council requests that the Sport and Leisure contributions for both Osier Way and Moreton Road requests are allocated towards the cost of providing an arts and cultural venue in Buckingham.</p> <p>Members agreed unanimously ACTION TOWN CLERK</p>		Requests submitted. Meetings with developers being sought.	Ongoing

638/21	Carole Burslem retiring as County Officer for BMKALC	Members received a verbal report from Cllr. Harvey regarding the Buckinghamshire and Milton Keynes Association of Local Councils. Carole Burslem is retiring as County Officer for BMKALC and is replaced by Melinda Woof. Members expressed their gratitude to Carole for all her support over the years and AGREED to send Carole Burslem a letter of appreciation for her service. ACTION TOWN CLERK			
708/21	20mph speed zones	Motion by Cllr. Willet re. 20mph speed zones in Buckingham. Members agreed to refer the item to the Resources Committee to consider whether to include funding in the following year's precept. ACTION TOWN CLERK		To be considered by May meeting of Resources Committee	May-22
750/21	Ukrainian refugees	The Town Clerk will liaise with Joanna Ford and will ensure that the website is updated with information.			Ongoing
750.1.1	Ukrainian refugees	Members unanimously <b>AGREED</b> to add 'include discussions with Buckinghamshire Council to recommendation 1 in the report. ACTION TOWN CLERK			Ongoing