



Buckingham Town Council

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Town Clerk: Claire Molyneux

FULL COUNCIL

Wednesday, 25 October 2023

Councillors,

You are summoned to a meeting of the Full Council of Buckingham Town Council to be held on Monday 30th October 2023 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. If you would like to address the meeting virtually, please email committeeclerk@buckingham-tc.gov.uk or call 01280 816426 for details.

The meeting can be watched live on the Town Council's YouTube channel here:
<https://www.youtube.com/channel/UC89BUTwVpjAOEldSlfcZC9Q/>.

Claire Molyneux
Town Clerk

AGENDA

1. Apologies for absence

Members are asked to receive apologies for absence.

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 meeting of the Full Council meeting held on 11th September 2023. [Copy previously circulated](#)

4. Planning Committee

To receive the minutes of the Planning Committee meetings held on 17th July 2023, 21st August 2023 and 18th September 2023. [Copy previously circulated](#)

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



Twinned with Mouvaux, France;

Neurkirchen-Vluyn, Germany



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

5. Town Centre and Events Committee

To receive the minutes of the Town Centre and Events Committee meeting held on 24th July 2023. [Copy previously circulated](#)

6. Environment Committee

To receive the minutes of the Environment Committee meeting held on 31st July 2023.

[Copy previously circulated](#)

7. Resources Committee

To receive the minutes of the Resources Committee meeting held on 4th September 2023 and the Extraordinary Resources Committee meeting held on 11th September 2023.

[Copy previously circulated](#)

[Copy previously circulated](#)

8. Application for new premises licence – Greek House Souvlaki, 4 West Street

To receive a report from the Town Clerk.

[BTC/99/23](#)

[Link to application PR202310-333441.](#)

9. Cemetery consultation and resolution

To receive a report from the Town Clerk and the Compliance and Projects Manager. [BTC/100/23](#)

10. Committee calendar 2024

To receive and agree the Committee calendar for 2024.

[Appendix A](#)

11. Chair's announcements**12. Date of the next meeting:**

Interim Council: Monday 27th November 2023

Full Council: Monday 18th December 2023

COMMITTEE IN PRIVATE SESSION**Exclusion of public and press**

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

13. Cemetery – land purchase.

To receive a report from the Town Clerk.

[BTC/101/23](#)

[Appendix B](#)

To:

All Councillors

Buckingham Town Council
Full Council
Monday 30th October 2023

Contact Officer: Claire Molyneux, Town Clerk

Premises Licence for Greek House Souvlaki, 4 West Street

1. Recommendations

1.1. It is recommended that Members consider whether to submit a response to application PR202310-333441.

2. Background

2.1. Formal representations in respect of the application must be received by the Licensing Team by 9th November 2023. Representations must relate to one or more of the licensing objectives.

2.2. The requirements for installing and maintaining a comprehensive CCTV system and the supply of alcohol rules are specified in the application.

2.3. Application details.

Restaurant premises - take-away service ancillary to the main function as a restaurant. No alcohol sales in relation to the take-away element.

Prevention of public nuisance objective

None

Public safety objective

None

Prevention of crime/disorder objective

The premises shall install and maintain a comprehensive CCTV system in accordance with any minimum requirements of Thames Valley Police. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance. All recordings shall be stored for a minimum period of 31 days (or other specified time period) with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period (or other specified time period).

A staff member from the premises who is adequately trained in the operation of the CCTV system shall be on the premises at all times when the premises is open. This

staff member must be able to provide a Police or authorised Buckinghamshire Council Officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

A written log shall be maintained of routine checks and maintenance to the CCTV system. Routine checks shall include ensuring the date and time are correct, all cameras are recording and the minimum period of required storage is being maintained.

The supply of alcohol at the premises shall only be to a person seated taking a substantial table meal there and for consumption by such a person as ancillary to their meal.

Notwithstanding condition 4, customers are permitted to take from the premises part consumed and resealed bottles of wine supplied ancillary to their meal.

The supply of alcohol shall be by waiter or waitress service only.

An incident log shall be kept at the premises and made available on request to Thames Valley Police, the Licensing Authority or other Responsible Authorities. It must be completed within 24 hours of the incident and will record the following;

- (a) All crimes reported to the venue.
- (b) All ejections of patrons.
- (c) All complaints received concerning crime and disorder.
- (d) Any incidents of disorder.
- (e) All seizures of drugs or offensive weapons.
- (f) Any faults in the CCTV system.
- (g) Any visit by a relevant authority in relation to service
- (H) Any refusals of alcohol - every instance that a sale of alcohol is refused on the premises must be recorded, indicating the date and time the refusal was made, and the member of staff making the refusal

All staff that undertake the sale or supply of alcohol shall receive appropriate training. at least every six months, in relation to undertaking appropriate age checks, before being allowed to sell or supply any alcohol. The training shall be recorded in a training record which shall not be removed from the premises, except in case of emergency or for the purposes of copying, until a period of 12 months has expired since the last entry that has been recorded. The training record shall be made available to Police and authorised council officers within 24 hours of a request made to the Premises Licence Holder.

Protecting children from harm objective

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

General licensing objectives

None

Buckingham Town Council**Full Council****Monday 30th October 2023**

Contact Officer: Claire Molyneux, Town Clerk; Steve Beech, Compliance and Projects Manager.

Cemetery consultation and resolution**1. Recommendations**

- 1.1. It is recommended that Members **note the outcome of the revised cemetery and allotment consultation which closed on 17th October 2023.**
- 1.2. It is recommended that Members ***RESOLVE to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of £1,250,000 over the borrowing term of 50 years for the creation of a new cemetery and allotments. The annual loan repayments will come to around £72000. It is also intended to increase the council tax precept for the purpose of the loan repayments by 0.22% which is the equivalent of an additional £2600 a year. The required precept increase consultation has already taken place.***

2. Background

- 2.1. This is being discussed because the existing cemetery is expected to run out of plots during 2024. This council is in the process of purchasing land off the Tingewick Road roundabout as the location of a new cemetery and allotments.
- 2.2. At Full Council on the 11th of September 2023 members unanimously agreed the scope of the revised plan.

269/23 New cemetery and allotments revised plan

It is recommended that Members agree the revised cemetery and allotments plan based on the costs projected in 4.1 as recommended by the Environment Committee on the 31st July.

- 2.3. In January 2023 the Council held a public consultation. The results were that 67% of respondents were in favour of a cemetery, maintenance depot, and allotments, with 42% in favour of the required increase in the precept to cover the loan repayments.
- 2.4. Members listened to the public feedback and scaled back the project to the essentials needed to open a working cemetery and allotments. The second

public consultation which concluded on the 17th October resulted in 206 valid responses with 87% in favour of the revised proposals and 76% in favour of the required increase in the precept.

3. Budget

3.1. The estimated cost of the revised project is £1,250,000. This will be funded by the PWLB loan.

4. Environmental Impact

4.1. The cemetery should provide sufficient burial plots to last for about 80 years. The provision of 30 allotments will add to the ability to grow local produce thus reducing the dependency on purchasing nationally or internationally grown produce and the transportation and other environmental costs this incurs.

4.2. The proposals include wildflower and tree planting, and appropriate landscaping.

2024		Meeting	Clerk	Meeting	Clerk	Meeting/Events	Clerk
	1	Bank Holiday					
Jan	8	Interim	Paula	Planning	Paula		
	15	Resources	Paula			CSG - Thurs 18th Jan @ 1pm - Online	Bethanie
	22					BNPVG 25th Jan 10:30am	Bethanie
	29	Precept	Paula			Holocaust Memorial Friday 26th Jan	
Feb	5	Planning	Paula			ECDI - Thursday 8th February @ 6pm	Paula
	12	TC&E	Paula			Pancake race 15th February	
	19	Environment	Paula			BNPVG 22nd Feb 10:30am	Bethanie
	26	Interim (Informal Precedes)	Paula	Planning	Paula	Food Fair 24th February	
Mar	4	Resources (Grants)	Paula			CSG - Thurs 7th Mar @ 1pm - Chamber	Bethanie
	11						
	18	Full Council	Paula			BNPVG 21st March 10:30am	Bethanie
	25	Planning	Paula			Easter Event Lace Hill 24th March	
Apr	1	Easter Monday BH					
	8	TC&E	Paula			CSG - Thurs 11th Apr @ 1pm - Chamber	Bethanie
	15	Environment	Paula			Annual Town Meeting Thursday 18th April	
	22	Interim	Paula	Planning	Paula		
May	29	Resources	Paula			ECDI - Thursday 2nd May @ 6pm	Paula
	6	Early Spring BH					
	13	ASM & Full Council	Paula			BNPVG 16th May 10:30am	
	20	Planning	Paula				
	27	Late Spring BH					
June	3	TC&E	Paula			CSG - Thurs 6th Jun @ 1pm - Chamber	Bethanie
	10	Environment	Paula			Mayor Making Friday 7th June	
	17	Interim	Paula	Planning	Paula	BNPVG 13th June 10:30am	Bethanie
	24	Staffing & Resources	Paula			ECDI - Thursday 27th June @ 6pm	Paula
July	1						
	8	Full Council	Paula			BNPVG 11th July 10:30am	Bethanie
	15	Planning	Paula			CSG - Thurs 18th July @ 1pm - Online	Bethanie
	22	TC&E	Paula				
Aug	29	Environment	Paula			BNPVG 1st August 10:30am	Bethanie
	5	School Summer Holidays					
	12						
	19	Planning	Paula				
	26	Late Summer BH					
Sept	2	Resources	Paula			CSG - Thurs 5th Sept @ 1pm - Chamber	Bethanie
	9						
	16	Full Council	Paula				
	23	Planning	Paula			ECDI - Thursday 26th Sept @ 6pm	Paula
	30	TC&E	Paula				
Oct	7	Environment	Paula			BNPVG 10th October 10:30am	Bethanie
	14	Interim	Paula	Planning	Paula	CSG - Thurs 17th Oct @ 1pm - Online	Bethanie
	21	Resources	Paula				
	28						
Nov	4	Full Council	Paula				
	11	TC&E	Paula				
	18	Environment	Paula			CSG - Thurs 21st Nov @ 1pm - Chamber	Bethanie
	25	Interim	Paula	Planning	Paula	ECDI - Thursday 29th November @ 6pm	Paula
Dec	2						
	9	Resources	Paula				
	16	Full Council	Paula	Planning	Paula		
	23						
	30						