

**BURNHAM PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held at Burnham Park Hall on Monday 12 May 2003 at 8.00 pm**

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**Members Present:** Councillors: *P C Adams, P J Adams, J P Capel, M H S Cole, S J Collins, P A Davies, G R Edwards, H P Evans, E J Glover, L K Hazell, M J Horwood, S P Lises-Dillow, D R Pepler, J Somers, M W Taylor, J M M Thomson and S L Tilbey.*

**PART I**

01 Cllr J Somers opened the meeting.

02. **Appointment of Chairman**

Cllr D R Pepler proposed and Cllr M J Horwood seconded that Cllr L K Hazell be appointed Chairman of Burnham Parish Council for the municipal year 2003/04.

**RESOLVED**

- ◆ As there were no other propositions Cllr L K Hazell was appointed Chairman of Burnham Parish Council for the municipal year 2003/04.

03. Cllr L K Hazell accepted and signed the declaration of acceptance of office and assumed the duties of Chairman of Burnham Parish Council.

04. **Appointment of Vice Chairman**

Cllr J P Capel proposed and Cllr E J Glover seconded that Cllr S L Tilbey be appointed Vice-Chairman of Burnham Parish Council for the municipal year 2003/04.

**RESOLVED**

- ◆ As there were no other propositions Councillor S L Tilbey was appointed Vice-Chairman of Burnham Parish Council for the municipal year 2003/04.

05. Cllr S L Tilbey accepted and signed the declaration of acceptance of office and assumed the duties of Vice Chairman of Burnham Parish Council.

06. **Apologies**

Apologies were received and accepted from Cllrs B S Dhillon and J A Howes.

07. **Chairman's Communications.**

The chairman welcomed the new members to the Council and those who were continuing on for a further term in office.

08. **Declaration of Interests**

Cllr E J Glover declared a prejudicial interest in planning application 03/00295/FUL considered under minute 64 of the planning meeting held on 7 April 2003.

Cllr D R Pepler declared a personal interest in minute 65 of the Recreation and Amenities Committee held on 17 March 2003.

Cllr S L Tilbey declared a prejudicial interest in planning application 03/00304/FUL considered under minute 64 of the planning meeting held on 7 April 2003.

**Committees**

09. **(a) Terms of Reference**

The Executive Officer presented a report containing the terms of reference for committees and the appointments to committees.

**RESOLVED**

- ◆ That the terms of reference be accepted.

10. **(b) Membership of Committees**

The Executive Officer circulated a list of proposed memberships for each committee.

Cllr E J Glover informed the meeting that she wished to be a member of the Recreation and Amenities Committee

**RESOLVED**

- ◆ That the membership of the Councils committees would be as follows:

**Planning Committee**

**Councillors:** P C Adams, B S Dhillon, M Cole, P A Davies, L K Hazell, J Horwood J Howes and J M M Thomson

**Recreation & Amenities Committee**

**Councillors:** S J Collins, G R Edwards, H P Evans, E J Glover, L K Hazell, S P Lilles-Dillow, D R Pepler and S L Tilbey

**Finance & General Purposes Committee**

**Councillors:** P J Adams, J P Capel, B S Dhillon, L K Hazell, J Somers, M Taylor and S L Tilbey

11. **(c) Representatives to Outside Bodies.**

The Executive Officer presented a report containing the appointments to outside bodies.

The following amendments were noted:

**APPOINTMENT OF PARISH COUNCILLORS AND OTHERS  
REPRESENTING THE PARISH COUNCIL ON OTHER BODIES**

**RESOLVED**

South Bucks Association of Local Councils - (Membership suspended)

Burnham Community Association - Cllrs. H P Evans and Cllr P Davies

Burnham Youth Centre Management Committee- Cllr. D.R. Pepler

South Bucks Area Road Safety Consultative Sub-Committee – (now redundant)

Burnham Tennis Association /Burnham Bowls Club (Membership deferred)

Hitcham Poor's Land - Mrs. P.J. Reay, Cllr. H.P. Evans and Mrs. J. Foster

Burnham Consolidated Charities/Elizabeth Cox Clothing Charity, - Cllr J. Somers

Slough and District Crime Prevention Panel– (now redundant)

Burnham Business Association (Membership deferred)

Public Transport Policy and Programme – (now redundant)

Countryside Watch - (Membership deferred)

South Bucks Forum Cllr P C Adams

Burnham High Street Forum (Membership deferred)

School Governors

Lent Rise County Combined School - Mrs. J. Foster

Dropmore County First School - Vacant

St. Peter's Combined School – Mrs H E Evans

CPRE (Penn Branch) Cllr M Cole

Bucks County Council Local Area Committee (from May 2000) Vacant

Cllr E J Glover expressed concern that there were no outside bodies which allowed the Parish Council or the community to liaise with the police.

Cllr M Cole requested that a more formalised process should be developed where the Council was allowed to do more.

**RESOLVED**

- ◆ That the Executive Officer would liaise with the local police to establish the policy for consultation and liaison.

**12. Municipal Calendar 2003/04**

The Executive Officer presented the already confirmed schedule of meetings for the Municipal Year 2003/04.

**RESOLVED**

- ◆ That the schedule of meetings for the municipal year 2003/04 be noted

13. **Attendance Record**

The Executive Officer presented the Members Attendance Record for the municipal year 2002/03.

The Chairman congratulated Councillor P Beard on a second year of 100% attendance.

Cllr P J Adams informed the meetings of the Parish and District clashed on certain dates and as a result on certain occasions District Councillors were unable to attend. Cllr P J Adams asked if the record of attendance could be amended to reflect these different duties.

The Executive Officer informed the meeting that the attendance record was to show attendance at the actual meeting of the Parish Council and it would be difficult to maintain a register to record to show when members were attending other duties.

**RESOLVED**

- ◆ Members received the members record of attendance for the municipal year 2002/03
- ◆ That the recording of attendance should continue as in previous years.

14. **Minutes of the Council Meeting - 3 March 2003**

Cllr L K Hazell, Chairman of the Council, presented and moved the minutes of the Parish Council meeting held on 3 March 2003.

**RESOLVED:**

- ◆ That the minutes be approved.

15. **Minutes of the Recreation and Amenities - Committee 17 March 2003**

Cllr S L Tilbey presented the unconfirmed minutes of the Recreation and Amenities Committee held on 17 March 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

16. **Minutes of the Finance and General Purposes Committee – 14 April 2003**

Cllr M J Taylor presented the unconfirmed minutes of the Finance and General Purposes Committee held on 14 April 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

17. **Minutes of the Planning Committee - 24 March 2003**

Cllr P A Davies, presented the unconfirmed minutes of the Planning Committee held on 24 March 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

**Finance Report**

18. **Current Council Balances.**

The Executive Officer presented a report identifying the current balances at the bank at 05 April 2003.

<b>Location of Investment</b>	<b>Amount of Investment</b>
Newbury Building Society – term deposit	£529,475.37
Halifax Building Society – Instant Access Account	£207,191.15
Lloyds TSB- Deposit Account	£ 1,148.12
Lloyds TSB – Current Account	£ 9,237.31
Cash	£ 200.00
<b>Total Investment</b>	<b>£747,251.95</b>

**RESOLVED**

- ◆ The report was received and noted.

19. **Council Financial Regulations**

The Executive Officer presented the amended Financial Regulations as recommended by the Finance and General Purposes Committee on 14 April 2003.

**RESOLVED:**

- ◆ That the financial regulations as presented should be adopted and implemented immediately.

**Reports from Outside Bodies**

20. **South Bucks Forum**

The Executive Officer presented the unconfirmed minutes of the meeting of the South Bucks Forum held on 26 February 2003.

**RESOLVED:**

- ◆ The unconfirmed minutes of the meeting held on 26 February 2003 be noted.

21. **South Bucks Local Committee**

The Executive Officer presented the unconfirmed minutes of the meeting of the South Bucks Local Committee held on 29 January 2003.

**RESOLVED:**

- ◆ The unconfirmed minutes of the meeting held on 29 January 2003 be noted.

22. **Burnham Access Group**

The Executive Officer presented the unconfirmed minutes of the meeting of the Burnham Access Group held on 11 March and 15 April 2003.

**RESOLVED**

- ◆ The unconfirmed minutes of the meeting held on 11 March and 15 April 2003 be noted.

23. **Burnham Community Association**

The Executive Officer presented the unconfirmed minutes of the meeting of the Burnham Community Association held on 27 February 2003.

**RESOLVED**

- ◆ The unconfirmed minutes of the meeting held on 27 February 2003 be noted.

24. **Boundary Commission Review**

Members considered the consultation document from the Boundary Commission with regard to the electoral arrangements for Buckinghamshire County Council.

Cllr E J Glover requested that the Commission should be advised of the importance of informing the electorate of the outcomes of such a review, as the recent South Bucks review had left many members of the public confused when it came to the recent elections

**Resolved:**

- ◆ That at this time members only wished to raise the issue of communication to the public the outcome of the review.

25. **Parish Appraisal**

Cllr S L Tilbey informed the members that approximately 1400 responses had been received which was a response rate of 32%.

The process of computer inputting the data had started.

A workshop would be held on a Saturday 7 June 2003 for Members to consider the data received and to formulate the early indicators which could then be fed into the South Bucks District Council consultation of their community plan

**Resolved:**

- ◆ Cllrs P J Adams, J P Capel, G Edwards, E J Glover, J Horwood and S P Lisle-Dillow volunteered to attend the workshop.

26. **Exclusion of Press and Public**

**Resolved**

- ◆ That under Section 100 (A) (4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 Schedule 12A to the Act

Chairman .....

Date .....

Meeting Concluded at 9.35 pm

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### PART II

27. **Minutes of the Council Meeting - 3 March 2003**

Cllr L K Hazell, Chairman of the Council, presented and moved the minutes of the Parish Council meeting held on 3 March 2003.

**RESOLVED:**

- ◆ That the minutes be approved.

28. **Minutes of the Recreation and Amenities - Committee 17 March 2003**

Cllr S L Tilbey presented the unconfirmed minutes of the Recreation and Amenities Committee held on 17 March 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

29. **Minutes of the Finance and General Purposes Committee – 14 April 2003**

Cllr M J Taylor presented the unconfirmed minutes of the Finance and General Purposes Committee held on 14 April 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

30. **Minutes of the Planning Committee - 24 March 2003**

Cllr P A Davies, presented the unconfirmed minutes of the Planning Committee held on 24 March 2003.

**RESOLVED:**

- ◆ That the minutes be noted.

31. The Executive Officer presented a report detailing the current staff salary position as listed below;

R Potter	(Executive Officer)	£29,067
J Mansford	(Assistant Executive Officer)	£18,582
R Diciocco	(part time office assistant)	£ 2,456
J Wotherspoon	(Senior Groundsman)	£13,335
T Garrett	(Groundsman)	£11,949
P Curtis	(Trainee Grounds man)	£ 8,578

All salaries are pensionable and subject to adjustment for the London Waiting Allowance.

Both groundsmen are contracted for an additional 8 hours compulsory overtime at time and half and reside in Council property for which no rent is charged.

Salaries are paid within prescribed salary bands inclusive of the national agreed cost of living increments.

Subject to a satisfactory appraisal staff may be awarded an incremental pay rise within that band.

32. **Burnham Tennis Association**

The Executive Officer informed the meeting that the Tennis Association had not progressed the request of the Parish Council to sign the new lease.

The recommendation of the Councils legal representatives was that the offer of the contract should be withdrawn in order to obtain a response to move the issue forward. Cllr G Edwards proposed and Cllr M J Taylor seconded that the Councils legal representative be requested to withdraw the new lease from the Burnham Tennis Association.

There were no amendments to the proposals and the proposal was agreed by a majority vote.

**RESOLVED:**

- ◆ That the Councils legal representative be requested to withdraw the new lease from the Burnham Tennis Association