

## **Burnham Parish Council Minutes of the Full Council**

Minutes of Part 1 of the meeting of Burnham Parish Council held on 14<sup>th</sup> March 2016 at 7:30pm in the Huntercombe Room at Burnham Park, Burnham.

### **Members of the Council present:**

Cllr Paul Kelly (Chairman)	Cllr Alan Samson (Vice-Chairman)
Cllr Perry Davies	Cllr Judith Foster
Cllr Marie Hammon	Cllr Lin Hazell
Cllr Jean Horwood	Cllr Nick Naylor
Cllr David Pepler	Cllr Ekta Kaur Ross
Cllr Bob Slater	Cllr Jackie Slater

### **In attendance:**

Officers of the Council:	Mr S Edward (Parish Clerk), Tabish Wazir (Assistant Clerk), Alexa Collins (Finance Manager)
Members of BucksCC:	Cllr Dev Dhillon (Bucks County Council)
Members of the Public:	1
Members of the Press:	Emma Billingham, Burnham Advertiser

### **573 Apologies**

None.

### **574 Declarations of interest**

The following personal interests were declared:  
Royal British Legion – Cllrs Perry Davies, Alan Samson, Jackie Slater, and Bob Slater

### **575 Co-option of parish councillor**

The Council noted the resignation of Edwina Glover. Pauline Poole asked the Council to consider her for co-option onto the Council. She stated that she had been an active member of the community for many years, being involved in establishing The Well @ Lent Rise, and working with Age Concern. The Council **RESOLVED** to co-opt Pauline Poole to the Lent Rise ward of the Parish Council.

### **576 Public Forum**

None.

### **577 Chair update**

The Chair reported that the last senior café day had been attended by over 100 people, and that the Council, Burnham Park Hall, the Lions, Burnham Health Promotion Trust, and the District Council were supporting the Wellbeing Day at Burnham Park on 21<sup>st</sup> May. It was reported that the Clerk had completed the Silverstone Half Marathon in aid of the defibrillator project. £750 had been raised in donations to date, with the Rotary Club pledging two defibrillators. More funds were still needed, and councillors were asked to donate if possible.

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The Council noted the work undertaken on the landscaping around Burnham Park, from Cllr Lin Hazell's Leader's grant. The groundsman had requested funds for planting around the war memorial, as well as a new lawnmower specifically for the war memorial. The Council **RESOLVED** to provide the funding for plants from the Leader's grant, and any additional expenditure would be drawn down from the War Memorial Restoration Fund. The Clerk confirmed that the Council provided ongoing maintenance for the war memorial as part of its duty as owner of the memorial.

#### 578 Minutes

**Item 561.** It was clarified that Cllr Lin Hazell took no part in either the discussion or the vote on devolution, given her personal interest as county councillor.

The Council **RESOLVED** to approve the Part 1 minutes as an accurate record of the meeting of the Full Council held on 18<sup>th</sup> January 2016.

#### 579 Matters arising

The Clerk reported that he had spoken to the local area technicians regarding the utilities companies digging freshly re-laid roads. He stated that they try to work with the companies to coordinate work, but if emergency work was needed, they were unable to prevent it and were given little notice.

#### 580 Finance

The Clerk presented the management accounts for the year to end of February 2016, and noted the small year-end forecast deficit of £3k. Cllr Bob Slater raised concerns about the recording of Land Securities funds. The Clerk confirmed that the internal auditor had advised that the funds could not be recorded as income, as they had been received before the start of the year. The funds were reported on the balance sheet, however, the sums in the individual bank accounts did not necessarily reflect the remaining ringfenced funds, as the general current account was used as the default for all payments. The Clerk stated he was working with the Finance Manager to ensure the figures presented on the ringfenced summary spreadsheets matched exactly with the figures from Sage.

The Council **RESOLVED** to approve the finance report for the year to 29<sup>th</sup> February 2016.

#### 581 Minutes of Parish Council committees

The Council **RESOLVED** to note the minutes of:

- Burnham Park Management – 16<sup>th</sup> December 2015 and January 2016
- Land Securities – 13<sup>th</sup> January 2016
- Planning – 14<sup>th</sup> December 2015, 11<sup>th</sup> January 2016, 25<sup>th</sup> January 2016, and 15<sup>th</sup> February 2016
- Policy & Resources – 11<sup>th</sup> January 2016
- Recreation & Amenities – 2<sup>nd</sup> December 2015

It was confirmed that only minutes approved by the relevant committee were presented to the Council for noting. However, it was felt that to keep the Council as up to date as possible, it would be useful to include minutes of the latest committee meetings, even if

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they had not yet been approved. The Council **RESOLVED** to include draft minutes of Committee meetings for future Council meetings.

Cllr Perry Davies reported on the progress of the planning for community events, and requested that, for expediency, the Council devolve the spending of the Community Entertainment Fund to the Burnham Park Management Committee. The Council **RESOLVED** to devolve expenditure of the £4k fund to BPMC.

Cllr Bob Slater reported that the work on the Jennery Lane toilets was progressing on time and on budget. He also reported that he and the Clerk had met with the Parking Manager to review the 1-hour free car parking at Summers Road. The Clerk reported that he had now received the relevant figures in order to carry out a review of the scheme, and that the review would be presented to the Land Securities Committee and then the Council shortly.

### **582 Financial Regulations**

The Clerk reported that the Council were required to review its Financial Regulations before the end of the year. It was reported that they were outstanding as they had been awaiting the final details of the Public Contract Regulations 2015 and the transfer over to online banking. It was also felt that a comprehensive review was needed to ensure that the Financial Regulations adequately reflected the commercial requirements of Burnham Park Hall. The Council therefore **RESOLVED** to carry out a full review of the Financial Regulations at the May meeting.

Concerns were also raised that the current committee terms of reference did not delegate any spending power. The Clerk reported that he would be reviewing the Terms of Reference in parallel with the Financial Regulations.

### **583 2016/17 meeting dates**

The Clerk had circulated the draft meeting dates for the Council and committees. The dates would be amended to schedule the Burnham Park Management Committee meetings for Tuesday evenings.

### **584 Land Securities**

The Clerk had circulated amended Terms of Reference of the Land Securities Committee to increase membership and allow non-councillors to be part of the committee. The Clerk confirmed these were the only material changes, and other rewording was for clarification only. The Clerk also confirmed that he would clarify the statutory requirements for appointing non-councillors to a committee. The Council **RESOLVED** by a vote of 12:1 to approve the Terms of Reference as amended.

The Clerk reported that, to date, interest accrued by the Land Securities capital was being included in the ringfenced fund. The Clerk sought clarification over whether the Council wished to keep the interest as part of the fund, or include them in general reserves. The Council **RESOLVED** to include all interest accrued on the capital within the ringfenced fund.

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## 585 Reports from other councils

**Bucks County Council.** Cllr Dev Dhillon reported that the pavement along Taplow Road had been improved, but work was still needed. This would be completed within the following month. He also reported that Land Securities would be resurfacing the pavement on the Bath Road outside the Bishop Centre. He reported that the High Street and Jennery Lane had been confirmed for resurfacing in 2016/17. He also stated that Taplow Parish Council were investigating the possibility of a one-way system to include Hitcham Road and Institute Road. Cllr Lin Hazell reported that she was in discussion about the resurfacing plans for the High Street, and that £4m had been set aside for structural repairs to footpaths. She also confirmed that the projects agreed but frozen for LAF funding in 2015/16 had been reinstated for the 2016/17 funding. This included bollards outside St Peter's School. She stated that the remit of the LAF was broader than just highways issues and encouraged members to attend, especially district councillors. She also reported that the revenue support grant from central government was worse than expected, although an additional £4.5m over two years had been secured. She also reported that the inquest into the Green Lane fatality had been suspended due to the Police requiring more time to investigate.

**South Bucks District Council.** Cllr Nick Naylor reported on the progress of the new Local Plan, the consultation for which had closed that day. He reported that the Secretary of State had not upheld the judicial review on the Khalsa Secondary Academy at Stoke Poges, and this could have broader ramifications. There were also concerns over the effect on communities of the conversion of commercial properties to residential. Cllr Alan Samson reported that the planning application for an underground swimming pool had been refused, but was going to appeal. Cllr Paul Kelly invited submissions from sporting groups for LEAP funding towards sports coaching.

## 586 Report from outside bodies

**Burnham Youth Club.** Cllr David Pepler reported on building work being carried out.

**Burnham Access Group.** Cllr Perry Davies reported that the group had taken part in the National Disabled Day, which included a review of the provision on the High Street for disabled people.

**Station Road closure.** Cllr Bob Slater reported that he was attending the meeting by Transport for Slough which would report back on the final recommendations for Station Road.

**Royal British Legion.** Cllr Bob Slater reported there would be a two-minute silence at the war memorial at 11am on 1<sup>st</sup> July to mark the centenary of the Battle of the Somme.

## 587 Exclusion of the press and public

It was **AGREED** that further to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted, that the public be excluded and the matter dealt with in a subsequent Part 2 meeting.

Part 1 of the meeting closed at 9:26pm

**Date of the next meeting:**

**Monday 9<sup>th</sup> May 2016 at 7:30pm – Annual Meeting of the Parish Council**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

2<sup>nd</sup> May 2016

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