

Burnham Parish Council

Minutes of the Annual Meeting of the Council held on 18th May 2026 at 7:00pm in Burnham Park Hall.

Members of the Council present:

| | | |
|---------------------------|------------------------------|------------------------------------|
| Cllr Marie Hammon (Chair) | Cllr John Carey (Vice Chair) | Cllr Carol Linton |
| Cllr Paul Bunce | Cllr Graham Mummery | Cllr Judith Foster |
| Cllr Jo Sommer | Cllr Cole Caesar* | Cllr Jackie Slater |
| Cllr Pat Bird | Cllr Jane Wallis | Cllr Zoe Gardiner |
| Cllr Inder Birdi | Cllr Alexa Collins | Cllr Paul Kelly* (part of meeting) |
| Cllr Roxanna Pasha (part) | Cllr Ekta Kaur Ross (part) | |

* Also a Buckinghamshire Councillor

Officers of the Council: Adam Killeya (Parish Clerk)
Laiba Malik (Deputy Clerk)
Rupinder Gaidhu (Finance Manager)

Public and others: Three members of the public (part of meeting)

FC2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Marie Hammon as Chair of the Council for the 2026-27 municipal year. Cllr Hammon signed the declaration of acceptance of office.

Cllr Pasha joined the meeting after this item.

FC2627/02 Election of Vice Chair

Cllrs Carey and Linton were proposed and seconded for the office of Vice Chair.

It was **RESOLVED** to elect Cllr John Carey as Vice Chair of the Council for the 2026-27 municipal year. Cllr Carey signed the declaration of acceptance of office.

Cllr Kaur Ross joined the meeting during this item.

FC2627/03 Apologies for absence

Apologies were received from Cllr Gamble, for early departure from Cllr Kelly, and for late arrival from Cllr Pasha.

It was **NOTED** that no apologies had been received from Cllr Doel.

FC2627/04 Declarations of interest

Cllr Foster declared an interest in agenda item 21, Buckinghamshire Council report (minute FC2627/07 refers) at time of item, as a trustee of the youth club.

Cllr Foster declared an interest in agenda item 19, Grant Award Scheme, (minute FC2627/20 refers) at time of item, as one of the applicants is her minister.

FC2627/05 Public forum

A member of the public spoke to item 6: the request for permission to install a speed sign on the 'Your Speed Is' sign pole at Littleworth Common (minute FC2627/06 below refers); and gave information and reasons in support of the proposal.

FC2627/06 Correspondence

The correspondence regarding a request for permission to install a compliant triangular 'school' road sign on the 'Your Speed Is' sign on the pole at Littleworth Common was **NOTED**. The Clerk reported that the sign would be funded by the Friends of Dropmore Hall, and would require Highways permission from Buckinghamshire Council, as well as permission from the Parish as the pole owner. It was **RESOLVED** to give the Council's permission as the pole owner for this sign to be installed.

The Chair took item 21 next, to accommodate Cllr Kelly's early departure.

FC2627/07 Report from Buckinghamshire Councillors

Cllr Kelly, Buckinghamshire Councillor, spoke to the decision from the cabinet of Buckinghamshire Council regarding repurposing the Burnham Short Break Centre as a Best Start Family Hub. He drew members' attention to the Britwell Centre which provides integrated local services. He stated that the only alternative option offered had been the sale of the site for residential redevelopment. He further stated that there was no threat to the existing youth club or library in Burnham. He reported that there was an aspiration to bring in NHS services, but it was not yet known what other services might be brought in, and suggested that the Parish may take a view. In response to questions Cllr Kelly stated that the centre came under Buckinghamshire Children's Services; and that existing children's facilities in Burnham were under increasing strain.

The letter from a member of the public regarding the centre was **NOTED**, and Councillors expressed empathy and support for the points made.

It was **RESOLVED** that the Council write a letter to Buckinghamshire Council expressing:

- i. regret and concern at the poor communication in this instance, and highlighting the distress that this has caused the families of service users.
- ii. hope that plans for the site could include a provision for continued respite care on the site.
- iii. the desire for the Parish Council to be actively involved in the decision-making on this site going forward.

It was **RESOLVED** that the Council further write a supportive letter to Mrs Howe to pass on to all of the families involved, thanking them for their considerable efforts on this matter.

Cllr Kelly further reported that Buckinghamshire Councillors were following up on issues regarding potholes, and raising concerns with officers about the poor communications on this matter. They had been promised that this matter would be addressed.

Cllr Kelly left the meeting after this item.

FC2627/08 Police report

No police report was received.

FC2627/09 Minutes

It was **RESOLVED** to approve the minutes of the Council meeting held on 9th March 2026.

FC2627/10 Minutes of Parish Council committees

The following minutes were **NOTED**:

- a) Planning Committee – 2nd March, 23rd March, 13th April and 5th May (draft) 2026.
- b) Recreation and Amenities Committee – 17th March 2026 (draft)
- c) Burnham Park Management Committee – 7th April 2026 (draft)
- d) Policy & Resources Committee – 21st April 2026 (draft)

FC2627/11 Annual matters recommended by the Policy and Resources committee

The Clerk confirmed that there had been no updates to the model Standing Orders and Financial Regulations issued by the National Association of Local Councils, and that the amendments proposed were specific to the Council. Were NALC to issue updated models, then these documents would be brought back to the Council for reconsideration.

The Clerk drew members attention to a further addition to the risk register since it had been recommended by Committee. They had sought advice on the possibility of deregistering the GPMG Pavillion for VAT. Based on this advice, and having consulted the Finance Manager and Councillors Linton and Collins, they were not advising deregistering, and had added additional notes to the risk register.

It was **RESOLVED** to approve the following updated policies:

- a) Standing Orders.
- b) Financial Regulations.
- c) The Code of Conduct.
- d) The Risk Management Policy and Risk Register.
- e) The Scheme of Delegation and Terms of Reference.
- f) Investments and Reserves Policy.
- g) The Biodiversity Policy.

It was further **RESOLVED**:

- a) To retain the existing insurance arrangements, subject to the addition of insurance related to the Padel Court 'common areas', as required by the lease.
- b) To retain the existing banking arrangements, subject to a further report to a future meeting of the Policy and Resources committee regarding a reserve bank account.
- c) To approve the updated asset register, and delegate authority to the Clerk to make any necessary minor amendments for clarity and accuracy.

FC2627/12 Internal Audit Report

It was **RESOLVED** to receive and approve the Internal Audit Report.

It was **NOTED** that the requirements of Assertion 10 of the AGAR with respect to ICT and data compliance would be enforced more strictly in future years, and that as part of this Councillors must only use their burnhamparish.gov.uk email addresses for Council business.

FC2627/13 End of year accounts

The report on aged creditors was **NOTED**. It was **RESOLVED**:

- a) To approve removing the aged creditors as recommended in the report.

- b) To institute reviews of all outstanding creditors no less than annually.

The Clerk drew councillors' attention to the budget monitoring report, and confirmed that the Council's financial position for the year was positive. They further gave an update on the Council's level of general reserves, which were considerably stronger than in 2024 although not yet at the level that would be considered healthy for a Council of this size. They stated that individual committees would have the opportunities to consider their own reports in detail at the forthcoming committee meetings.

It was **RESOLVED** to accept the end of year accounts, reserves and budget monitoring report for all committees.

FC2627/14 Annual Governance and Accountability Return 2025-2026

The Clerk noted their thanks to the Finance Manager for her hard work on the end of year accounts and documents, and these were echoed by the Council.

It was **RESOLVED** to receive the Annual Governance and Accountability Return for 2025-26.

It was **RESOLVED** to approve the Annual Governance Statement for 2025-26.

It was **RESOLVED** to approve the Accounting Statements for 2025-26.

FC2627/15 Council meetings 2026-27.

It was **RESOLVED** to approve the proposed schedule of council meetings for 2026-27.

FC2627/16 Appointments to committees, working groups and outside bodies

The Clerk circulated a possible list of committee and working groups assignments based on current membership and councillor preferences, and drew attention to the list of current appointments to outside bodies. They emphasised that it was open to the Council to amend the lists within the rules set by the terms of reference. It was **RESOLVED**:

- a) To make appointments to Council Committees and working groups as appended to these minutes.
- b) To make appointments to outside bodies as appended to these minutes.

FC2627/17 Other annual matters

The Clerk reported that no changes to the Council's employment policies and procedures (staff handbook) were recommended at this meeting, but that changes to the handbook in light of the provisions of the Workers' Rights Act, as recommended by the Council's HR advisor, would be brought to the next meeting of the Policy and Resources Committee for consideration.

The Clerk reported that various other matters listed in Standing Orders to be reviewed at the Annual Council Meeting had either already been reviewed this year, did not require further review this year, were not applicable, or were covered under other items at this meeting. It was **RESOLVED** that these items do not require further review at this time:

- a) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- b) Review of the Council's and/or staff subscriptions to other bodies.
- c) Review of the Council's complaints procedure.

- d) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
- e) Review of the Council's policy for dealing with the press/media.
- f) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

FC2627/18 Finance

It was **RESOLVED** to accept and approve the list of payments for February 2026 and March 2026. The total of the payments for February 2026 was £79,221.49 and for March 2026 was £83,870.78.

It was **RESOLVED** to accept and approve the February 2026 and March 2026 bank reconciliations.

FC2627/19 Other matters recommended by committee.

The Clerk reported that subsequently to the policy being considered by committee, and following feedback and advice from the Local Council Award Scheme, some further amendments had been proposed to this policy which were highlighted in the circulated draft.

It was **RESOLVED** to approve the updated Communications, IT and engagement policy, as recommended by the Policy & Resources Committee and further amended in line with advice from the Local Council Award Scheme.

FC2627/20 Grant Award Scheme

It was **RESOLVED** to make a donation of £220 in kind for room hire to the Burnham Foundation for the 'Round and About Big Sing'.

FC2627/21 Reports from working groups

The Chair and Clerk reported on behalf of the Planning Strategy Working Group that the Neighbourhood Plan had passed referendum with 91% of those voting being in favour, and that subsequently the plan was now legally a part of planning policy. The plan will be formally 'made' by Buckinghamshire Council in the coming weeks but is already in effect and carries legal weight in the planning process.

The Council recorded its thanks to all of those involved in working on the plan.

It was emphasised that, following advice from the Council's planning consultant, any information on possible developments in Burnham should be reported to the Clerk to enable them to make contact with the developers. Cllr Collins emphasised that she supported this approach based on her professional experience in Beaconsfield.

The report was **NOTED**. There were no other updates from working groups.

FC2627/22 Chair's report

Cllr Hammon stated that she was delighted that the Council had retained a full complement of 19 councillors with a wide range of experience and strengths. She stated that the main accomplishment of the year was the successful adoption of the Burnham Neighbourhood Plan.

Cllr Hammon reported that since the last meeting she had attended:

- The public meeting regarding the Burnham Neighbourhood Plan.
- Joint meetings with Taplow Parish Council on the Spatial Settlement Plan.

Cllr Hammon welcomed the additions of further pictures and embroidery to the walls of the Burnham Park Hall, working in partnership with Burnham and District Heritage.

Cllr Hammon noted her contribution to the Parish annual report, and repeated her thanks to all Councillors and Staff for their hard work over the year.

The report was **NOTED**.

FC2627/23 Outside bodies

Cllr Linton reported that the Burnham Patients Group was continuing to work with patients and the wider community on health matters in Burnham, and that she was continuing to work to engage with the Health Centre.

Cllr Linton further reported that the Burnham Beeches were consulting on the extension of Public Space Protection Orders, particularly concerning dogs, and were continuing to work on a variety of other projects.

The reports were **NOTED**.

FC2627/24 Clerk's report

The Clerk's written report was **NOTED**.

The Clerk stated that this had been a particularly busy period with several major projects coming to fruition at the same time, including the neighbourhood plan referendum, the pond at Lent Green Lane, the trim trail in Burnham Park, the padel courts at the George Pitcher Memorial Ground, and the change in the accounting system. This was in tandem with the departure of a long-serving member of staff, the opening of the new hall café, the end of year accounts, and several other matters as reported.

The Clerk added that some urgent spends previously reported under Financial Regulation 5.18 on water usage charges for Jennery Lane (Public Toilets – utilities) had now been refunded, as the water company had not factored the months with exceptional spend into the estimated bills for the following months.

The urgent spend under Financial Regulation 5.18 of £2604.00 on the licence for Civil Marriages and Partnerships for Burnham Park Hall was **NOTED**.

The Clerk reported the donation of a defibrillator and cabinet by the Phoenix Rugby Club, who have recently upgraded their own device; and the further donation by the Burnham Foundation to add a bleed kit to the defibrillator cabinet. These would shortly be installed at the Five Bells Pub. It was **RESOLVED** to record and convey the Council's official thanks for these donations.

The Clerk reported that the Buckinghamshire Library Service had agreed to have a water fountain on the outside of the library as part of the trim trail project, subject to the signing

of a simple licence. It was **RESOLVED** to delegate authority to the Clerk to enter an agreement regarding a water fountain at Burnham Library.

The Clerk updated the meeting on arrangements for council stalls at the Almost the Donkey Derby on Saturday 23rd May, and Village Fete on Saturday 11th July, and requested volunteers to assist with staffing the stall. Cllrs Hammon, Mummery, Wallis and Carey all volunteered to assist, in addition to Cllrs Foster, Caesar and Linton who had already volunteered.

The Clerk finally gave a staffing update. Cllr Wallis volunteered to assist with further interviews.

FC2627/25 Annual Parish Meeting

The Clerk reported on arrangements for the Annual Parish Meeting to be held on Tuesday 26th May. It was confirmed that the Annual Parish Meeting was not a Full Council meeting and that, apart from the Chair of the Council, Councillors attended as members of the public. The report was **NOTED**.

The meeting closed at 8:35pm
Date of next meeting: **Monday 22nd June 2026**

Burnham Parish Council
Committee, Sub Committee and Working Group Membership 2026/2027
Approved 18.05.2026

The Chair and Vice Chair of the Council are ex-officio members of all committees and have full voting rights (marked with an *).

Proposed changes from 2025/2026 are highlighted below. Please note that the Chairs and Vice Chairs for 2026-27 will be approved at the first meeting of each Committee/Working Group.

Policy and Resources Committee (6-8 members plus ex-officio, up to 2 reserves. Quorum 4)

| | | | |
|-------------------------|---------------------|-------------------------|--------------------|
| Chair | Cllr Carol Linton | Vice Chair | Cllr Terry Gamble |
| 1) | Cllr Marie Hammon* | 5) | Cllr Paul Kelly |
| 2) | Cllr John Carey* | 6) | Cllr Alexa Collins |
| 3) | Cllr Judith Foster | 7) | Cllr Roxanna Pasha |
| 4) | Cllr Ekta Kaur Ross | 8) | Cllr Jackie Slater |
| 1 st Reserve | Cllr Jane Wallis | 2 nd Reserve | Cllr Cole Caesar |

Recreation and Amenities Committee (6-8 members plus ex-officio, up to 2 reserves. Quorum 4)

| | | | |
|-------------------------|--------------------|-------------------------|---------------------|
| Chair | Cllr Paul Bunce | Vice Chair | Cllr Graham Mummery |
| 1) | Cllr Marie Hammon* | 5) | Cllr Terry Gamble |
| 2) | Cllr John Carey* | 6) | Cllr Carol Linton |
| 3) | Cllr Pat Bird | 7) | Cllr Zoe Gardiner |
| 4) | Cllr Judith Foster | 8) | Cllr Jane Wallis |
| 1 st Reserve | Cllr Carole Doel | 2 nd Reserve | Cllr Jo Sommer |

Burnham Park Management Committee (6-8 members plus ex-officio, up to 2 reserves. Quorum 4)

| | | | |
|-------------------------|---------------------|-------------------------|---------------------|
| Chair | Cllr Ekta Kaur Ross | Vice Chair | Cllr Jackie Slater |
| 1) | Cllr Marie Hammon* | 5) | Cllr Cole Caesar |
| 2) | Cllr John Carey* | 6) | Cllr Graham Mummery |
| 3) | Cllr Pat Bird | 7) | Cllr Zoe Gardiner |
| 4) | Cllr Carol Linton | 8) | Cllr Jo Sommer |
| 1 st Reserve | Cllr Terry Gamble | 2 nd Reserve | Cllr Alexa Collins |

Planning Committee (4-6 members, plus ex-officio members, up to 1 reserve. Quorum 3)

| | | | |
|---------|--------------------|------------|--------------------|
| Chair | Cllr Marie Hammon* | Vice Chair | Cllr John Carey* |
| 1) | Cllr Pat Bird | 4) | Cllr Carol Linton |
| 2) | Cllr Inder Birdi | 5) | Cllr Roxanna Pasha |
| 3) | Cllr Terry Gamble | 6) | Cllr Jo Sommer |
| Reserve | Cllr Paul Bunce | | |

Staffing Sub-Committee

The Staffing Sub Committee is composed ex-officio of the Chair and Vice Chair of the Council, and the Chairs or acting Chair of Committees. Quorum 3.

- | | |
|-------|---------------------|
| Chair | Cllr John Carey |
| 1) | Cllr Marie Hammon |
| 2) | Cllr Paul Bunce |
| 3) | Cllr Ekta Kaur-Ross |
| 4) | Cllr Carol Linton |

Membership may change following election of Committee Chairs.

Strategic Planning Working Group (Burnham Neighbourhood Plan Steering Group) (the Parish Clerk, up to 6 Parish Councillors, and up to 6 members of the community with eligibility and the application process decided by the Parish Council. Quorum higher of 3 or one-third of members).

- | | |
|----|-------------------|
| 1) | Cllr Marie Hammon |
| 2) | Cllr Carol Linton |
| 3) | Cllr John Carey |
| 4) | The Parish Clerk |

Ecology, Sustainability and Climate Emergency Working Group (The 'Eco Group') (the Parish Clerk, up to 6 Parish Councillors, and up to 6 members of the community with eligibility and the application process decided by the Parish Council. Quorum higher of 3 or one-third of members)

- | | |
|----|-------------------------|
| 1) | Cllr John Carey (Chair) |
| 2) | Cllr Carol Linton |
| 3) | Cllr Terry Gamble |
| 4) | Cllr Paul Bunce |
| 5) | Cllr Jane Wallis |
| 6) | The Parish Clerk |

Village Centre Regeneration Working Group (up to 6 Parish Councillors, and up to 6 members of the community, representing traders or other stakeholders in village regeneration, with eligibility and appointment process to be decided by the Parish Council. Quorum higher of 3 or one-third of members).

- | | |
|----|--------------------------------|
| 1) | Cllr Jo Sommer (Chair) |
| 2) | Cllr Carol Linton (Vice Chair) |
| 3) | Cllr Terry Gamble |
| 4) | Cllr Jane Wallis |
| 5) | Cllr Jackie Slater |
| 6) | Cllr Paul Bunce |

Major Hall Works Working Group (Parish Clerk, Hall General Manager, Chair of the Burnham Park Management Committee (or Vice Chair if the Chair wishes to delegate the duty), and up to 3 other Councillors appointed by full council). Quorum 3.

- 1) Cllr Alexa Collins
- 2) Cllr Jane Wallis
- 3) Cllr Graham Mummery
- 4) Cllr Ekta Kaur Ross (ex-officio as Chair of BPMC)
- 5) The Parish Clerk
- 6) The Hall General Manager

The ex-officio member shall be confirmed when the Burnham Park Management Committee appoints its Chair and Vice Chair for 2026-27.

Pond Working Group (Parish Clerk, the Chair of Recreation and Amenities Committee, up to 3 other Councillors appointed by Full Council, up to 2 other officers appointed by the Clerk, and other experts and representatives of the public or interested community groups as shall be appointed by the Working Group. Quorum higher of 3 or one-third of members).

- 1) Cllr Paul Bunce (ex-officio as Chair of R&A)
- 2) Cllr Graham Mummery
- 3) Cllr John Carey
- 4) Cllr Pat Bird
- 5) The Parish Clerk
- 6) Others as appointed under terms of reference.

This is now a permanent working group (previously ad hoc). Co-operated representatives and staff members will be confirmed in line with the terms of reference; and the ex-officio member shall be confirmed when the Recreation and Amenities Committee appoints its Chair for 2026-27. Cllr Bird joins the Committee.

**Burnham Parish Council
Outside Bodies Representatives 2026-2027**

South East Bucks Community Board and Sub Groups / Task and Finish Groups

All Cllrs able to attend; official representatives to be decided on an ad hoc basis, with the Clerk delegated authority to temporarily appoint in consultation with Chair if there is insufficient time to take it to a meeting.

South Bucks Association of Local Councils

Cllr John Carey

Burnham Beeches Consultancy Group

Cllr Carol Linton

Burnham Patient Participation Group

Cllr Carol Linton

Burnham Care & Share CIO

Cllr John Carey

Taplow New Town Group

Cllr Marie Hammon

HCB (Huntercombe, Cippenham and Burnham) Flood Action Group liaison

Cllr Jane Wallis

Burnham Parish Council

Minutes of the meeting of the Planning Committee held on the 1st June 2026 at 4.30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (Chair)
Cllr Pat Bird

Cllr John Carey (Vice Chair)
Cllr Roxanna Pasha

Cllr Carol Linton
Cllr Inder Birdi

In attendance:

Officers of the Council: Laiba Malik (Assistant Clerk)

Councillors:

None

Members of public:

1

P2627/1 Chair of the Committee

The Committee **RESOLVED** to elect Cllr Hammon as the Chair of the Committee for the 2026-27 municipal year.

P2627/2 Vice-Chair for the Committee

The Committee **RESOLVED** to elect Cllr Carey as Vice-Chair of the committee for the 2026-27 municipal year.

P2627/3 Apologies

The committee were received from Cllr Gamble and Sommer.

P2627/4 Declarations of Interest

Cllr Linton declared an interest in Planning Application: **PL/26/02912/TP**

P2627/5 Public Forum

None

P2627/6 Minutes

The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on the 5th of May 2026.

P2627/7 Decisions

The decisions made by Buckinghamshire Council on applications listed on the 1st of June 2026 agenda were **NOTED**.

P2627/8 Planning Applications

Signed:

Date:

PL/25/4954/FA - Burnham Grammar School, Hogfair Lane, Burnham,
Buckinghamshire, SL1 7HG

Erection of freestanding canopy and installation of hardstanding.

(Appeal in progress)

The Committee **RESOLVED** to reiterate their original decision and stated that they have **NO OBJECTIONS** to the proposal.

PL/26/02912/TP - Pinetops, Taplow Common Road, Burnham, Buckinghamshire, SL1
8JF T1

Pine - Remove - Reason: The tree has one-sided crown and is weighted heavily towards the property.

The Committee **RESOLVED** to state that they have **NO OBJECTIONS**, provided that the tree surgeon is satisfied with the proposal. The Committee **NOTED** that the tree forms part of a group of three trees, and that its removal would have a negative impact on the remaining two trees. The Committee also **NOTED** that the tree is included on the protected tree list and, therefore, should be retained.

PL/26/03058/TP - 10 Redwood, Burnham, Buckinghamshire, SL1 8JN,

T1 Pine - Reduce crown by up to 1.5m on southern side, crown lift to 3m on southern side (to reduce weight)

The Committee **RESOLVED** that it had **NO OBJECTIONS**, subject to the tree surgeon validating that the proposed works are necessary.

PL/26/03348/TP - Nashdom Lane, Burnham, Buckinghamshire, SL1 8NJ,

T8 Ash - sectional fell due to Ash Die Back.

The Committee **RESOLVED** to state that they had **NO OBJECTION**, subject to the arborist raising no concerns.

PL/26/02818/FA - Workshop And Premises, 32 Dropmore Road, Burnham
Buckinghamshire SL1 8BE

Erection of 2 x 2 bed dwellings, associated amenities, landscaping, removal of the existing vehicular access and the creation of 2 new accesses on Fairfield Road following the demolition of the existing commercial buildings.

The Committee **RESOLVED** to **OBJECT**. The Committee felt that the proposal is high density for the site and would increase the current parking problems on Fairfield Road. The Committee **NOTED** that the area is already congested and that the proposed development would result in inadequate parking provision for the seven bedrooms across the three properties. The Committee also noted that the amenity space provided for the properties is inadequate. It was also stated that The proposal would lead to more intensification of the site and could prevent future road improvements. The Committee recognised that the site is a brownfield site and that development on the site is acceptable (in principle) under Burnham's NDP However, the Committee considered that the current proposal is too large for the size of the site and therefore represents overdevelopment.

Signed:

Date:

PL/26/03170/FA – Land South Of Brick House Brickfield Lane Burnham SL1 8LG Demolition of 2 existing buildings (Hay store and animal shelter) and replacement with one building with the same uses.

The Committee **RESOLVED** to **OBJECT** to the proposed development. The Committee stated that the proposal constitutes overdevelopment and could set a precedent for further development in the area. The committee considered the proposal to be excessively large and a huge expansion in a rural location. Therefore, the Committee deems the proposal inappropriate.

PL/26/02068/FA - 62A Wymers Wood Road, Burnham, Buckinghamshire, SL1 8LJ Construction of rear orangery.

The Committee **RESOLVED** to state that they had **NO OBJECTIONS**.

PL/25/5504/FA - Chantry Cottage, Lake End Road, Burnham, Buckinghamshire, SL6 0PN Construction of rear and side extensions, loft conversion and associated internal alterations (Appeal in progress)

The Committee **RESOLVED** to revert to its original decisions and to **OBJECT** to the appeal application.

PL/26/04093/VRC - Land To The Rear Of 113 Gore Road Burnham Buckinghamshire SL1 7DF Variation of condition 13 (approved plans) attached to planning permission PL/23/3021/FA (Erection of detached dwelling and new vehicular access.) to allow for the raising of the main roof, addition of windows to first floor and other alterations to the front.

The Committee **RESOLVED** to revert to its original decisions and to **OBJECT** to the proposed application.

PL/26/00660/FA - Royal Oak Park Walton Lane Burnham Buckinghamshire SL2 3TS Redevelopment and expansion of an existing gypsy caravan site, currently comprising 10 lawful pitches with an additional 15 proposed, along with the erection of associated day room buildings (Retrospective).

The Committee **RESOLVED** to **OBJECT** to the proposed development. The Committee NOTED that the application is retrospective. The Committee felt that the application constitutes overdevelopment and that if approved, it would set a precedent for further developments in the area.

PL/26/03665/FA - 19 Pipers Close, Burnham, Buckinghamshire, SL1 8AW

- Demolition of the existing garage and temporary carport structure. Construction of a single-storey wraparound extension extending 3 metres to the side and 4 metres to the rear, with a height of 3 metres to the eaves and 3.4 metres at the highest point.
- Erection of a new front porch with a roof integrated into the existing roof, extending to align with the bay window. The porch roof will also extend over a proposed new subservient bay window within the side extension. Installation of a new side-facing window with obscure glazing and other new/amendments to fenestrations.

The Committee **RESOLVED** to state that it had **NO OBJECTIONS**, provided that adequate parking is provided on site. The Committee NOTED that the proposal would result in the loss of the garage which would reduce the parking available on site.

Signed:

Date:

P2627/9 Enforcement Updates

- a. The Committee **NOTED** the Enforcement Notice Served at Land at Crown House, Crown Drive, Farnham Royal, Buckinghamshire, SL2 3EE 2.
- b. The committee **NOTED** the Notification of planning committee date:
PL/25/6461/FA - Walters Court, 811 Bath Road, Burnham.

P2627/10 Area Planning Meetings and Strategic Planning Meetings

The Committee **NOTED** the meeting dates.

Meeting Closed at 18.05pm

Signed:

Date:

BURNHAM PARISH COUNCIL

Minutes of the Recreation & Amenities Committee held on 2nd June 2026 at 6:30pm in Burnham Park Hall.

Committee members present:

| | | |
|-------------------------|----------------------------------|-----------------|
| Cllr Paul Bunce (Chair) | Cllr Graham Mummery (Vice Chair) | Cllr John Carey |
| Cllr Judith Foster | Cllr Zoe Gardiner | Cllr Pat Bird |
| Cllr Marie Hammon | | |

Officers of the Council: Adam Killeya (Parish Clerk)

Members of the public: None

RA2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Paul Bunce as Chair of the Recreation & Amenities Committee for the 2026-27 municipal year.

RA2627/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Graham Mummery as Vice Chair of the Recreation & Amenities Committee for the 2026-27 municipal year.

RA2627/03 Apologies for Absence

Apologies for absence were received from Cllrs Wallis and Linton.

It was **NOTED** that no apologies had been received from Cllr Gamble.

RA2627/04 Declarations of Interest

Cllr Hammon declared an interest in item 15b: Correspondence from Burnham Tennis Association (minute RA2627/15) as a member of the Burnham Tennis Association. She left the meeting for this item.

RA2627/05 Public Forum

As there were no members of the public present there was no public forum.

RA2627/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 17th March 2026.

RA2627/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for the committee for 2025-26.

RA2627/08 Head Groundsman's Report

The report was **NOTED**.

The Clerk added that the Parochial Church Council of St Peter's had now given approval for 'dog on lead' signs in the Churchyard, and this would now be actioned.

Signed:

Date:

RA2627/09 Street Furniture

The Clerk reported that a new memorial bench near the trim trail in Burnham Park had been agreed in principle and the site was being confirmed. Discussions were also in progress for a possible bench on the tree avenue. Benches at the pond were included in the report under minute RA2627/11 Project updates below.

The Clerk further reported that they and the Deputy Clerk had held their quarterly meeting with the streetlighting contractor in May, and had agreed further works in line with the Council's policy of utilising solar replacements where possible. They also briefed the committee on the Council's approach regarding streetlight moves.

The Clerk finally reported that two additional dog bins had been provided, at the Chery Orchard and at the Burnham Park Hall end of the High Street, through a sponsorship agreement with Claire's Comfy Canines.

The reports were **NOTED**.

RA2627/10 Sustainability, ecology and climate emergency

The updated list of eco actions was **NOTED**.

RA2627/11 Project updates

The Clerk reported that the lights for installing in Burnham Park had now been ordered and should be installed soon.

Cllr Carey reported that he and the Deputy Clerk were continuing to progress works at The Knowledge Stream (formerly 'Project 57'), and had completed the judging of the new naming competition. Going forward the area would be named 'The Burn'. Runners-up had been 'Harmony Garden' and 'Green Springs'. The Committee **NOTED** their thanks to the Deputy Clerk for her hard work on this project.

The Clerk further reported that the library box on the Village Green was still in progress and coming along well, and that it was hoped that the box would be ready for installation in June or July.

The Clerk additionally reported that the Memorial Tree Scheme had now been advertised and multiple expressions of interest had been received. Planting the trees was being impacted by seasonal tree availability but this was being advanced by the Deputy Clerk working with the Head Groundsman.

The Clerk updated the committee on progress with the pond at Lent Green Lane, and reminded Councillors of the 'official re-opening' of the pond scheduled for Saturday 13th June which the Lord-Lieutenant of Buckinghamshire was attending. New litter bins and the first bench had been installed that day, and the second bench, information board and safety equipment would be installed shortly.

The Clerk confirmed that works to the mosaic outside Burnham Park Hall had been commissioned and would commence once the contractor had sources matching or 'best match' materials.

Signed:

Date:

Cllr Mummery gave an update on progress on the play areas project, on which he, Cllr Bunce and Cllr Gardiner were working with the Deputy Clerk. He stated that whilst the focus was currently on exploring an extension to the play area in Burnham Park, no options had yet been ruled out or decisions made, and this would be brought to committee in due course to take a formal view.

The reports were all **NOTED**.

RA2627/12 Patch of land adjacent to hall car park

The written report was **NOTED**, and it was **RECOMMENDED** to the Burnham Park Management Committee and the Policy & Resources Committee to approve the work plan, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

RA2627/13 War Memorial

The Burnham War Memorial Condition Report was **NOTED**. The Clerk reported that they had shared the report with key officers from Burnham Royal British Legion. The Deputy Clerk was seeking estimated costs from the surveyor for implementing the recommendations to facilitate a decision about how and when to stage works. Further quotes would be needed before commissioning work.

The Clerk further confirmed that there was currently just over £2,500 in the War Memorial Renovation Fund, and that this was separate from the £500 revenue item for War Memorial Maintenance. They added that it was potentially possible to apply for a grant towards 50% of the renovation costs.

RA2627/14 Risk Assessments

The following risk assessments were **NOTED**:

- General Risk Audit for the George Pitcher Memorial Ground
- Fire Risk Assessment for the George Pitcher Memorial Ground
- Risk Assessments for Council Play Areas

The Clerk stated that they would implement the recommendations appropriately working with other relevant staff.

RA2627/15 Correspondence

The correspondence and additional notes from the Clerk regarding drones and unmanned aircraft were **NOTED**. It was **RESOLVED** that the Council would permit drones being flown from its lands provided that

- i. the operator is complying with Civil Aviation Authority regulations and other legislation;
- ii. drones are not being flown over by-standers, residential properties or roads.

It was **RECOMMENDED** to BPMC to update the hall terms and conditions of hire to include this policy with respect to the use of drones by hall hirers.

The Clerk reported on the correspondence and discussions with Burnham Tennis Association regarding a request to jointly fund tree work on the Council's land. It was **RESOLVED** to approve the Council paying 50% of the costs for works, up to a maximum total contribution of £1000, and

Signed:

Date:

subject to sufficient appropriate quotes being obtained by the BTA, from the outside spaces grounds maintenance budget.

RA2627/16 High Street obelisk

The Chair reported that the full proposal was anticipated at the next meeting in July.

RA2627/17 Parking charges – George Pitcher Memorial Ground

The written report was **NOTED**. It was **RESOLVED** not to amend the scheme for a further year, with a further formal review to be carried out in the first Recreation and Amenities Committee meeting of the 2027-28 Council year and with due consideration given at that time to alternative revenue streams.

The meeting closed at 19:54
Date of next meeting: Thursday 7th July

Signed:

Date:

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 9th June 2026 at
6:30pm in Burnham Park Hall.

Committee members present:

| | | |
|-----------------------------|---------------------------------|---------------------|
| Cllr Ekta Kaur Ross (Chair) | Cllr Jackie Slater (Vice Chair) | Cllr Pat Bird |
| Cllr Marie Hammon | Cllr John Carey | Cllr Graham Mummery |
| Cllr Carol Linton | Cllr Jo Sommer | Cllr Zoe Gardiner |

Officers of the Council:

Adam Killeya (Parish Clerk)
Sharon Smith (Hall Manager)

Members of the public:

None

BP2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Ekta Kaur Ross as Chair of the Burnham Park Management Committee for the 2026-27 municipal year.

BP2627/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Jackie Slater as Vice Chair of the Burnham Park Management Committee for the 2026-27 municipal year.

BP2627/03 Apologies for Absence

Apologies for absence were received from Cllr Caesar.

BP2627/04 Declarations of Interest

No declarations were received.

BP2627/05 Public Forum

As there were no members of the public present, there was no public forum.

BP2627/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 7th April 2026.

BP2627/07 Finance

The Clerk noted that the financial situation for the committee, whilst still slightly below budget for the year, had ended up better than previously anticipated. With more realistic budgeting for the bar and the changes to the café it was hoped to see further improvement in 2026-27. It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for the committee for 2025-26.

BP2627/08 Hall Manager's report

The Hall Manager highlighted the key items from her report. The report and updates were **NOTED**.

The Clerk stated that the Hall Manager and her team had done an excellent job of ensuring business continuity during the period before the new staff member started; and that

Signed:

Date:

Councillors' patience with matters that required a small delay was appreciated. The Committee **NOTED** their thanks to the staff for their efforts.

BP2627/09 Sustainability, ecology and climate emergency

The updated list of eco-actions was **NOTED**.

BP2627/10 HVAC

The Clerk and Hall Manager reported that the Hall Major Works working group had delayed its second meeting, as the gap between the former Bookings and Events Supervisor leaving and the new supervisor joining had led to delayed progress. However an energy assessment and Building Management System evaluation had been approved, and this work will continue to be progressed, with further updates to future meetings of the committee.

BP2627/11 Recommendations from other committees

The Clerk noted that the first item specifically related to the triangular patch of land adjacent to the hall car park, and advised that if members wished to expand the item to cover other matters of hall land this would need to be added to the agenda for a future meeting.

The report and recommendation from the Recreation and Amenities to Committee regarding proposals for the patch of land adjacent to the hall car park was **NOTED**. It was **RECOMMENDED** to the Policy and Resources Committee to approve the work plan without the woodchipped area, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

The Clerk reported the decision of the Recreation and Amenities Committee regarding the flying of drones from council land, and the recommendation to the Committee that the terms of hire for the hall be amended to include conditions around the use of drones in line with this decision. It was **RESOLVED**:

- a) To update the terms of hire for Burnham Park Hall to include conditions around the use of drones, in line with the general council approach to drones, including requiring any drone operators to
 - a. provide their name and contact details to the hall,
 - b. accept responsibility for any damage caused by the drones.
 - c. absolve the Council of any liability arising from their use.
- b) To delegate authority to the Hall Manager and the Clerk to make changes to the terms of hire in line with this decision.

Cllr Carey expressed his desire that going forward there would be no droning on.

BP2627/12 Martyn's Law

The Clerk reported that detailed government guidance on the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) had now been issued, and that they had also attended training. It had been confirmed that Burnham Park Hall would come under the requirements for standard premises, but not for enhanced premises or events requirements unless any events were held where more than 800 people were expected to be present at one time. The requirements were expected to come into effect in April 2027, and the Council itself

Signed:

Date:

would legally be the 'responsible person' for the Hall. No other Council sites would come under the Act unless any large events were held.

The Clerk stated that they and the Hall Manager, potentially with other key staff, were planning to hold an 'away day' over the summer to go through the guidance in detail. They would then come back to the committee with a full report and proposed policy.

Cllr Slater noted that there would need to be co-operation with the Royal British Legion regarding arrangements for the Remembrance Service. The Clerk stated that they would liaise with the Legion around this matter.

Following a question from Cllr Sommer the Clerk stated that they would check what the Council's insurance provided with respect to terrorism, and would send a written reply.

The report was **NOTED**

BP2627/13 Hall staffing

The Clerk and Hall Manager gave a verbal report on hall staffing, including future plans. The report was **NOTED**.

The meeting closed at 19:39
Date of next meeting: Tuesday 14th July

Signed:

Date:

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 16th June 2026 at 6:30pm in Burnham Park Hall.

Committee members present:

| | | |
|--------------------------------------|--------------------------------|---------------------|
| Cllr Carol Linton (Chair) | Cllr Terry Gamble (Vice Chair) | Cllr Ekta Kaur Ross |
| Cllr Marie Hammon | Cllr Judith Foster | Cllr John Carey |
| Cllr Alexa Collins (part of meeting) | | |

Officers of the Council: Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

Members of the public: None

PR2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Carol Linton as Chair of the Policy and Resources Committee for the 2026-27 municipal year.

Cllr Collins arrived during this item.

PR2627/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Terry Gamble as Vice Chair of the Policy and Resources Committee for the 2026-27 municipal year.

PR2627/03 Apologies for Absence

Apologies for absence were received from Cllrs Slater and Pasha.

It was **NOTED** that no apologies were received from Cllr Kelly.

PR2627/04 Declarations of Interest

No declarations were received.

PR2627/05 Public Forum

As there were no members of the public present there was no public forum.

PR2627/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 21st April 2026.

PR2627/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for all committees for 2025-26.

The Clerk emphasised that staff were still getting to grips with the new accounting system and that Councillors' patience was appreciated. They confirmed that final figures for at least the end of month 2 for all committees should be available for consideration at the July meeting of the Policy and Resources Committee. The end of Q1 figures and budget monitoring report would be circulated to all Councillors before the summer break if not

ready for the July meeting. The Clerk noted that in the future Parish Councils might be expected to have sector specific accounting system, and that therefore the Council's move may have anticipated a future requirement. They thanked the Finance Manager for her work on the new system, along with the Hall Staff who were getting to grips with the bookings side of the system.

The Clerk and Finance Manager presented four different styles of report for the provisional end of month 1 accounts: a management accounts report, and an income and expenditure report, each in full or summary form. They highlighted the advantages of each report, and sought opinions on which committee members found most helpful. They also presented an earmarked reserves report which they suggested was both clearer and easier to produce than under the previous system, and particularly helpful when understanding deadlines for expenditure of Community Infrastructure Levy funds.

The draft end of month 1 accounts for all committees were **NOTED**. The committee felt that it would be useful to have option 2 and option 4 (the two different styles of report, in full form) available for the next meeting to facilitate a final decision; with the reserves report included the in quarterly budget monitoring reports.

The outline Financial Reporting Calendar for 2026-27 was **NOTED**. The Clerk emphasised that it was a framework, and may need to be adapted depending on meeting turnarounds and staff capacity at the time. It was **RESOLVED** to approve the outline Financial Reporting Calendar for 2026-27 as a basis for reporting, with changes to be reported to the committee.

PR2627/08 Council Strategy and Action Plan

The Clerk drew members attention to the update annotated version of the action plan. They noted that their Clerk's reports to Full Council also included progress on several plan items, and stated that a more detailed review process for the plan ahead of the 2027-28 budget process would begin at the next committee meeting.

PR2627/09 Working groups

Cllr Sommer's written report on behalf of the Village Centre Regeneration Working Group meeting was **NOTED**. The Clerk advised that Committee that there remained £5,000 in the Council's annual budget for Village Centre Regeneration Projects and that it was within the remit of the working group to make proposals regarding these funds.

Cllr Hammon and Clerk gave an update on the working of the Strategic Planning Working Group and noted that a report would be coming to the next full council. The update was **NOTED**.

Cllr Carey reported that the Sustainability, Ecology and Climate Emergency Working Group was meeting on 18th June. The updated list of actions was **NOTED**.

PR2627/10 Recommendations from other committees

The recommendations from the Recreation & Amenities Committee and the Burnham Park Management Committee concerning the patch of land near the hall car park were **NOTED**.

It was **RESOLVED** to approve the work plan without the woodchipped area, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

PR2627/11 Consultations and correspondence

The Council submissions to the following consultations were **NOTED**.

- a) Parking Standards for New Developments: ANON-76HD-M622-Z
- b) A proposed Design Code for Buckinghamshire: ANON-378D-EXWF-Z.
- c) Response to the planning inspectorate on the scoping consultation for the SDC M40 Campus (made under delegated authority due to the deadlines).

It was **RESOLVED** to respond in favour to the consultation on the proposal to extend existing PSPOs at Burnham Beeches with minor modifications for a further three years.

It was **RESOLVED** to delegate authority to the Clerk, in consultation with the Planning Strategy Working Group, to respond to the consultation on the draft methodology for Slough's Housing and Economic Land Availability Assessment (HELAA).

The letter from a resident regarding speed limits on Taplow Common Road, and the Clerk's notes on the guidance on the Bucks Council website were **NOTED**. It was **RESOLVED** to reply that the Council empathised with the resident's concerns and felt that this was an anti-social behaviour matter which should be reported via 101.

PR2627/12 Policies

It was **RECOMMENDED** to Full Council to approve the updated Fire Safety Policy for the George Pitcher Memorial Ground.

The impact assessment of the Employment Rights Act was **NOTED**. It was **RECOMMENDED** to Full Council to approve the updated Staff Handbook.

PR2627/13 Council licences and leases

The information sheet on the Renters Rights Act 2025 was **NOTED**. The Clerk confirmed that this would apply to the Council rented property at 5 Lent Green Lane, but not to the tied cottage or to commercial lets.

It was **RESOLVED**

- i) under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered, on the grounds that the following items included confidential commercial information (item 14b) and confidential information concerning staffing and ongoing investigations (item 15a);
- ii) to invite the Finance Manager to remain for these items.

The confidential list of current Council licenses and leases was **NOTED**.

PR2627/15 Staffing updates

The Clerk gave a confidential update on staffing matters, including recent investigations.

They reported that a cash loss of £115 would be written off and recorded in the accounts. They outlined enhanced security measures concerning cash which have been actioned.

The Clerk further updated on a separate police matter under investigation, and emphasised that no staff were involved in any wrongdoing. They reported that it was intended to add a written policy about the private use of council vehicles, and emphasised that this was a matter of good procedure and not of any misconduct. The report was **NOTED**.

It was **RESOLVED** to come out of confidential session.

The updated staff cover plan was **NOTED**.

The updated staffing structure now in effect was **NOTED**.

The Clerk reported that the HMRC mileage rates had been increased to 55 pence per mile for the first 10,000 miles per annum, backdated to 1st April. The scheme of members' allowances provided that rates for councillors were automatically increased in line with HMRC guidance. Staff contracts refer to NJC mileage rates which are no longer nationally set. However NJC advises Councils to follow HMRC rates.

It was **RECOMMENDED** to Full Council to:

- a) increase staff mileage rates to match the increased HMRC rates, backdated to 1st April;
- b) confirm that going forward the Council will automatically match any increase in HMRC rates;
- c) authorise an overspend in mileage budget items for 2026-27, provided that the expenditure would have been within budget at the previous rate.

The meeting closed at 8.07pm
Date of next meeting: Tuesday 21st July 2026

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **BURNHAM PARISH COUNCIL**

County area (local councils and parish meetings only): **BUCKINGHAMSHIRE**

Financial year ending 31 March 2026

Prepared by : **Rupi Gaidhu**

Date: **30/04/2026**

| | £ | £ |
|--|------------|-------------------|
| Balance per bank statements as at 30/04/26: | | |
| Unity Bank - Current | 449,937.05 | |
| Public Sector Fund | 394,765.33 | |
| Petty Cash | 1,049.12 | |
| [add more accounts if necessary] | | |
| account 5 | | |
| account 6 | | |
| account 7 | | |
| account 8 | | |
| | 845,751.50 | |
| Petty cash float (if applicable) | | 0.00 |
| Less: any unpresented cheques as at 30/04/26 (enter these as negative numbers) | | |
| item 1 | | |
| item 2 | | |
| item 3 | | |
| item 4 | | |
| [add more lines if necessary] | | |
| item 5 | | |
| item 6 | | |
| item 7 | | |
| item 8 | | |
| | 0.00 | |
| Add: any un-banked cash as at 30/04/26 | | |
| | 0.00 | |
| | | 845,751.50 |

Signed by: RFO

Signed by Council Chair:

Signed by P & R Chair:

Bank Reconciliations checked &
Approved by Vice Chair:

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Unity Bank A/c

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Unity Bank | 30/04/2026 | | 449,937.05 |
| | | | <u>449,937.05</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 449,937.05 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 449,937.05 |
| | | Balance per Cash Book is :- | 449,937.05 |
| | | Difference is :- | 0.00 |

RFO:

NameSignedDate

Chair of Council:

NameSignedDate

Chair of P&R:

NameSignedDate

Designated Cllr:

NameSignedDate

| Your Current T2 account transactions: | | | | | |
|---------------------------------------|----------------------|--------------------------------|--------------|-------------|-------------|
| Date | Type | Details | Payments Out | Payments In | Balance |
| 29/04/2026 | Faster Payment Debit | B/P to: Thames Valley Copi | £396.30 ✓ | £0.00 | £448,606.59 |
| 29/04/2026 | Credit | BURNHAM HEALTH PROMOTION TRUST | £0.00 | £475.00 ✓ | £449,081.59 |
| 29/04/2026 | Credit | BURNHAM HEALTH PROMOTION TRUST | £0.00 | £474.96 ✓ | £449,556.55 |
| 29/04/2026 | Credit | BCARD1699571280426 BCARD | £0.00 | £40.50 ✓ | £449,597.05 |
| 30/04/2026 | Credit | Sumner Shirley | £0.00 | £15.00 ✓ | £449,612.05 |
| 30/04/2026 | Credit | BCARD1699571290426 BCARD | £0.00 | £347.75 ✓ | £449,959.80 |
| 30/04/2026 | Fee | Service Charge | £22.75 ✓ | £0.00 | £449,937.05 |

Rec PL



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For Good.**

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Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **BURNHAM PARISH COUNCIL**

County area (local councils and parish meetings only): **BUCKINGHAMSHIRE**

Financial year ending 31 March 2026

Prepared by : **Rupi Gaidhu**

Date: **30/04/2026**

| | £ | £ |
|--|------------|--------------------------|
| Balance per bank statements as at 30/04/26: | | |
| Unity Bank - Current | 449,937.05 | |
| Public Sector Fund | 394,765.33 | |
| Petty Cash | 1,049.12 | |
| [add more accounts if necessary] | | |
| account 5 | | |
| account 6 | | |
| account 7 | | |
| account 8 | | |
| | | 845,751.50 |
| Petty cash float (if applicable) | | 0.00 |
| Less: any unpresented cheques as at 30/04/26 (enter these as negative numbers) | | |
| item 1 | | |
| item 2 | | |
| item 3 | | |
| item 4 | | |
| [add more lines if necessary] | | |
| item 5 | | |
| item 6 | | |
| item 7 | | |
| item 8 | | |
| | | 0.00 |
| Add: any un-banked cash as at 30/04/26 | | |
| | | 0.00 |
| | | <u>845,751.50</u> |

Signed by: RFO

Signed by Council Chair:

Signed by P & R Chair:

Bank Reconciliations checked &
Approved by Vice Chair:

**Bank Reconciliation Statement as at 30/04/2026
for Cashbook 2 - CCLA - PSDF**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| CCLA - PSDF | 30/04/2026 | | 394,765.33 |
| | | | <u>394,765.33</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 394,765.33 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 394,765.33 |
| | | Balance per Cash Book is :- | 394,765.33 |
| | | Difference is :- | 0.00 |

RFO:

NameSignedDate

Chair of Council:

NameSignedDate

Chair of P&R:

NameSignedDate

Designated Cllr:

NameSignedDate

Receipts for Month 2

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Balance Brought Fwd : | 1,049.12 | | | | | 1,049.12 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>1,049.12</u> | <u>0.00</u> | <u>0.00</u> | | | <u>1,049.12</u> | |

HMRC mileage rates – explanatory note

The government recently announced that HMRC mileage rates had been increased to 55 pence per mile for the first 10,000 miles per annum, backdated to 1st April.

The Councils scheme of members' allowances provides that rates for councillors are automatically increased in line with HMRC guidance. However, Staff contracts refer to NJC mileage rates which are no longer nationally set. NJC advises Councils to follow the HMRC rates, but this needs to be approved by the Council.

At P&R on 16th June it was **RECOMMENDED** to Full Council to:

- a) increase staff mileage rates to match the increased HMRC rates, backdated to 1st April;
- b) confirm that going forward the Council will automatically match any increase in HMRC rates;
- c) authorise an overspend in mileage budget items for 2026-27, provided that the expenditure would have been within budget at the previous rate.

BB - Burnham Beeches - External Sign

ARTWORKER: Gavin P

Fitting Date: N/A

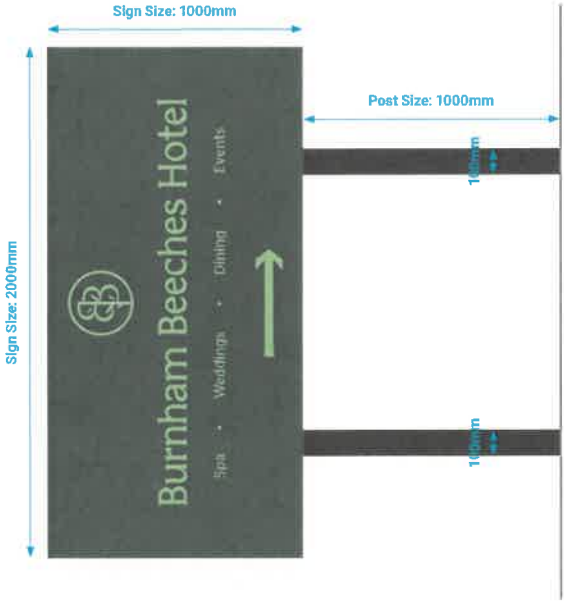
Fitting: Supply Only Delivery Date: TBC

Client Email: gm@burnhambeecheshotel.com

Proof: v3 Client: Danka

Job No:

01 BB - External Sign



| | |
|-------------|-------------------------------------|
| Line Item: | 01 - BB - External Sign |
| Size: | 2000 x 1000 mm |
| Bleed: | 2050 x 1050 mm |
| Material: | External Aluminium Sign Plate |
| Lamination: | Edge Wrapped Vinyl Detail to Face |
| Finish: | Cut to Size |
| Fitting: | Applied to Posts |
| Qty: | 1 |
| Complete | <input type="checkbox"/> |
| Quantity | <input type="checkbox"/> |
| Packed | <input checked="" type="checkbox"/> |

x1

PLEASE NOTE - We will take no responsibility for colour inaccuracy if you do not provide us with pantone references or a cromalin proof

Clerk's Report – Full Council, 22nd June 2026

Whilst this continues to be a busy time, we are seeing the big projects we have been working on pay off, which is very pleasing

- The official opening of the Pond on 13th June was an excellent event and well attended, including by the Lord Lieutenant of Buckinghamshire, The Countess Howe. Prior to this event both the office and the grounds team were working hard to get everything installed and ready, and to publicise the event. Many others, including the Burnham Health Promotion Trust, the Pond Working Group, the South East Bucks Community Board, R Watts & Son and others have been involved and supportive. Between all the new street furniture, the information board, and the tree and bush work it is looking really excellent. The duck population also appears to be growing – both from voluntary migration and ducklings!
- The previous evening, Friday 12th June, also saw our second 'Theatre in the Park' event, with double the ticket sales of the previous year, which is very pleasing. Sincere thanks to Cllrs Linton and Foster, and to Viv Nicholas and Shirley Shaw for hosting actors overnight; and to all those who attended and/or supported the event.
- The Trim Trail is now fully installed in Burnham Park and is already popular with residents and other park users. Both we and the Burnham Health Promotion Trust are delighted with the outcome, and looking forward to more joint projects in the future. There will be a gathering to mark the opening, along with trustees from BHPT, in on 23rd June.
- The Council has now been officially accredited at the Silver Level (formerly 'Quality Council') of the Local Council Award Scheme. This recognises us as "achieving good practices in governance, community engagement and council improvement" and going "above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further."
- The Padel Courts are now fully operational, and we are continuing to liaise with the operators over matters of mutual interest.
- We have closed off last year's accounts in Sage and sent them to the auditor. This now means we are fully running in Rialtas, and Rupi is continuing to work hard with my support to get everything up to date.
- After some challenges we have successfully completed the very challenging task of finding a successor for Nikki. Sharon, Jackie and I looked through literally hundreds of applications, and we were delighted to welcome Kirsty to the Council on 1st June – coincidentally my 2-year anniversary of joining the Council, and Zishan's 6 months!

In addition, I have also been working on:

- Strategic planning matters. Whilst the key goal of adopting the Neighbourhood Plan is now completed, the Strategic Planning Working Group (Cllrs Hammon, Linton, Carey and I), continue to work hard on related matters including:
 - Monitoring progress on the Buckinghamshire Local Plan

- Further work on our own Spatial Settlement Plan, working with Taplow Parish Council and our consultants ONH to help anticipate and respond to future development scenarios – this is presented to this meeting.
- Keeping a watching brief on the proposal for a housing developing at land West of Lent Rise Road, and other potential developments.
- Further detailed work on Phase 2 of CCTV, which is significantly more complex than Phase 1. I hope to submit a full report and proposal for the next Full Council meeting.
- A variety of hall matters with Sharon and her team, including Legionella testing, fire assessments, and the Heating, Ventilation and Air Conditioning (HVAC) System
- Clerking the Annual Parish meeting.
- Further work on a wider variety of grounds matters, alongside Tim, Tom and Barry, and Laiba, including dog bins, the pavilion and numerous others.
- Continuing to work with representatives of groups in Littleworth Common and Laiba to resolving issues with the 'Your Speed Is' camera, and working to secure a new triangular 'school' traffic sign.
- Continuing to deal with an issue of Bucks Council authorising emergency work to our property, without taking any reasonable steps to establish ownership or request our consent, and then attempting to assign the bill to us.
- Likewise following up with the Royal Mail over unsatisfactory delivery of our Neighbourhood Plan Referendum information leaflet.
- Preparing materials for our stall at the Almost the Donkey Derby.
- Dealing with a police matter that has been reported to the P&R Committee in confidential session.
- Responding to a variety of correspondence on diverse matters including lamp posts, parking, play areas and others.
- Undertaking a fact finding visit to a recent Croudace development with Cllrs Hammon and Foster.
- Working with the Royal British Legion, and especially Cllr Slater, to investigate a request for a name to be added to the Burnham War Memorial. This will come to the next R&A and next Full Council.
- A variety of other meetings: including the New School Campaign, staffing matters, meetings with our streetlight contractor etc

In addition to the usual tasks of meeting preparation and follow-up, budget monitoring, staff management, etc. I am also delighted to report that I was in early on 11th May in time to be the first customer at Tommy's Café, and enjoyed my delicious breakfast!

Please also note that we have booked a Council Stall for the Village Fete on 12th July, and as ever will be seeking volunteers to help with the stall.

In the week 13th – 17th July we will have a work experience student with us, gaining experience across the range of Parish Council departments.

Finally, just to remind Councillors that I am on annual leave from Thursday 25th June to Tuesday 30th June inclusive, returning to work on Wednesday 1st July. This will be the first time that I have been away for nearly a week whilst we've still had a fully qualified clerk in the building!

Adam Killeya, 16th June 2026