

Burnham Parish Council

Minutes of the Annual Meeting of the Council held on 12th May 2025 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 Pat Bird	Cllr Terence Gamble	Cllr Graham Mummery
Cllr Paul Bunce	Cllr Jackie Slater	Cllr Judith Foster
Cllr Alexa Collins	Cllr Ekta Kaur Ross	Cllr Paul Kelly
Cllr Cole Caesar	Cllr Inder Birdi	

Officers of the Council:

Adam Killeya (Parish Clerk)
Laiba Malik (Assistant Clerk)
Rupinder Gaidhu (Finance Manager)

Public and others:

Four members of the public

Prior to the opening of the formal meeting Cllr Foster was invited to say some words of remembrance to commemorate former Councillor Michael G Howard who recently passed away, and a minute's silence was held.

The meeting opened at 7:05pm

FC2526/01 Election of Chair

It was **RESOLVED** to elect Cllr Marie Hammon as Chair of the Council for the 2025-26 municipal year. Cllr Hammon signed the declaration of acceptance of office.

FC2526/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr John Carey as Vice Chair of the Council for the 2025-26 municipal year. Cllr Carey signed the declaration of acceptance of office.

FC2526/03 Declarations of acceptance of office

The Clerk reported that declarations of acceptance of office had been signed by all fifteen elected councillors. It was **RESOLVED** to formally receive the declarations made.

FC2526/04 Apologies for absence

Apologies were received from Cllr Roxanna Pasha.

FC2526/05 Declarations of interest

No declarations were received.

FC2526/06 Public forum

Two members of the public raised the issue of speeding on Conway Road and MVAS. Cllr Collins responded, reporting on the discussion at the Policy & Resources Committee.

A further member of the public raised an interest in co-option to the Parish Council.

FC2526/07 Police report

The written report was **NOTED**. The Clerk reported that they had received a public enquiry about dangerous driving on bicycles and motorbikes in the parks, and regarding police

Signed: _____

Date: _____ Page 1 of 7

visibility in these areas, and had passed this on to the police. PCSO O'Connell had replied: "as you are aware Burnham High Street and the Park has remained as a hot-spot for our patrols, so there is a lot of police presence at these locations. We are not getting any reports in relation to the dangerous driving, but if seen then we are dealing accordingly."

There was discussion of an incident in Burnham High Street at the weekend. It was stated that there was a risk of small supermarkets being closed as the result of such incidents. The Chair emphasised the need to report all matters to the police.

FC2526/08 Minutes

It was **RESOLVED** to approve the minutes of the Council meeting held on 10th March 2025.

FC2526/09 Minutes of Parish Council committees

The following minutes were **NOTED**

- a) Planning Committee – 24th March 2025#
- b) Recreation and Amenities Committee – 25th March 2025 (draft)
- c) Burnham Park Management Committee – 8th April 2025 (draft)
- d) Planning Committee – 14th April 2025 (draft)
- e) Policy & Resources Committee – 22nd April 2025 (draft)

Cllr Kaur Ross gave a further update on the Burnham Healthy Walks booklet, arising from the minutes of the Recreation and Amenities Committee. The update was **NOTED** with thanks.

FC2526/10 General Power of Competence

The Clerk reported that the Council met both conditions to resolve to adopt the General Power of Competence, under the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012; having an appropriately trained Clerk and sufficient members elected.

It was **RESOLVED**:

- a) That Burnham Parish Council meets the conditions for the General Power of Competence for the council term 2025-29.
- b) That Burnham Parish adopts the General Power of Competence for the council term 2025-29.

FC2526/11 Annual matters recommended by the Policy and Resources committee

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

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

It was further **RESOLVED**:

- a) To retain the current insurance arrangements with Zurich Insurance.
- b) To take out additional insurance with James Hallam Council Guard against Cyber Risks.
- c) To retain the Council's current banking arrangements with Unity Trust Bank.
- d) To approve the updated council asset register, and delegate authority to the Clerk to make any necessary minor amendments for clarity and accuracy.

FC2526/12 Appointments to committees, working groups and outside bodies

The Clerk circulated a possible list of committee assignments based on councillor preferences, and emphasised that it was open to the Council to amend the proposal within the rules set by the terms of reference. It was **RESOLVED** to make appointments to Council committees and working groups as appended to these minutes.

The Clerk reported that they had not yet received details of the required representation for the new South East Bucks Community Board, and had been advised that these could not be confirmed until after the Buckinghamshire Council Meeting on 21st May. The Clerk had further discussed the situation regarding the Burnham Consolidated Charities with the Vicar of St Peter's Church, and had been advised that a new Parish Council representative was not needed. In addition Burnham Care and Share CIO had asked for a Parish Council representative to be appointed.

It was **RESOLVED**:

- a) To make appointments to outside bodies as appended to these minutes.
- b) To consider appointments to the South East Bucks Community Board and any sub-groups, along with any other additional appointments to outside bodies, at the next available meeting.
- c) To delegate authority to the Clerk in consultation with the Chair to appoint temporary representatives where required until the matter can be considered further.

FC2526/13 Council meetings 2025-26.

It was **RESOLVED** to approve the proposed schedule of council meetings for 2025-26.

FC2526/14 Other annual matters

The Clerk reported that various matters listed in Standing Orders to be reviewed at the Annual Council Meeting had either already been reviewed, 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 employment policies and procedures.
- g) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

FC2526/15 Finance

It was **RESOLVED** to accept and approve the list of payments and receipts for February 2025 and March 2025. The total of the payments for February 2025 was £57,634.20 and for March 2025 was £70,588.59.

It was **RESOLVED** to accept and approve the February 2025 and March 2025 bank reconciliations.

FC2526/16 Other matters recommended by committee.

It was **RESOLVED** to approve the updated Tree Management Policy.

It was **RESOLVED** to approve the recommended charges for the George Pitcher Memorial Ground for 2025-26.

Item 16c - to approve a solar streetlighting pilot project for Lent Green Lane – was moved to the end of the agenda (minute FC2526/21) to allow for consideration of the commercial quotations in confidential session.

It was **RESOLVED** to approve the addition of the proposed policy to the staff handbook regarding the statutory entitlement to Neo-natal Care Leave.

It was **RESOLVED** to approve the Co-option policy and process.

FC2526/17 Report from Buckinghamshire Councillors

Cllr Kelly offered congratulations to those elected in May. He reported that:

- the first Full Council meeting of Buckinghamshire Council was on the 21st May when the leadership of the Council should become clearer;
- he and other councillors were dealing with a continuing issue with parking outside Burnham Football Club;
- Buckinghamshire Councillors were also responding to planning matters around a Tree Preservation Order breach. and an upcoming call-in related to Burnham Beeches Golf Club;
- a meeting with Slough Council had been arranged for Friday 16th May regarding Burnham's new school campaign, which has recently been relaunched as 'Save Our School'.

The report was **NOTED**.

FC2526/18 Chair's report

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

- the installation of the new vicar of St Peter's Church, Reverend Josh Cleaver;
- the Burnham Park Hall strategic away day, to discuss a vision and values for the hall going forward;
- meetings of the Taplow New Town (TNT) group, along with the Chairs of Dorney and Taplow Parish Councils and local experts, from which a detailed and evidenced letter of formal objection has been sent to the Chair of the New Towns Task Force;
- the Burnham and District Heritage Society event at May's Chocolate House to record memories of World War II;
- VE Day 80 celebrations at the hall on 8th May, which had been an excellent occasion with multiple successful events.

Particular thanks were noted to the Hall Manager and her team, Parish Council staff, and Royal British Legion for their involvement and hard work on the VE Day 80 celebrations.

The report was **NOTED**.

FC2526/19 Clerk's report

The Clerk reported that there were two updates after the circulation of their written report: the first stage of refurbishment to the former BT Telephone Box on Littleworth Road had been completed, with thanks to the Grounds Team and Assistant Clerk; and the Licence Agreement with the Burnham Health Promotion Trust, and Burnham Care and Share CIO had been signed. The Clerk's written report and verbal update were **NOTED**.

It was **RESOLVED**:

- a) To record the Council's official thanks to Councillors who recently stood down, and for the Clerk and Chair to write to these Councillors.
- b) To record the Council's formal thanks to the Beeches (now South East Bucks) Community Board for the award of a grant towards 'The Knowledge Stream'.

The Clerk updated the meeting on arrangements for council stalls at the Almost the Donkey Derby on Saturday 24th May, and Village Fete on Saturday 12th July.

FC2526/20 Annual Parish Meeting

The Clerk reported on arrangements for the Annual Parish Meeting to be held on Tuesday 27th May, and for Code of Conduct training to be held before the meeting. It was confirmed that the Annual Parish Meeting was not a Full Council meeting and that, aside from the Chair of the Council, Councillors attended as members of the public. The report was **NOTED**.

FC2526/21 Solar streetlighting

The written report was **NOTED**.

It was **RESOLVED** 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 item included commercially sensitive information.

It was **RESOLVED**:

- a) To approve the pilot project for Solar Streetlighting in Lent Green Lane, up to a total cost of £15,000, to be paid out of the Community Infrastructure Levy.
- b) To delegate authority for the Clerk to implement the project, and make changes within budget as required in consultation with the Sustainability, Ecology, and Climate Emergency Working Group.
- c) To engage Leigh Electrical to supply and fit the streetlights, to fit new columns as required, and to undertake any other work considered necessary to complete the project, if agreed in advance by the Clerk and within the project budget.
- d) To instruct the Sustainability, Ecology, and Climate Emergency Working Group (the Eco Group) to monitor the project and bring a report to the Recreation and Amenities Committee in the Spring of 2026, detailing the outcomes of the project and making any further recommendations.

The meeting closed at 9:00pm

Dates of next meetings:

Monday 16th June (Full Council for co-option and AGAR only)

Monday 21st July 2025 (ordinary Full Council meeting).

Burnham Parish Council

Committee Membership 2025/2026

*The Chair and Vice Chair of the Council are ex-officio members for all committees and have full voting rights (marked with an *). The Chair and Vice Chair of each committee remain in post from last year, provided they are still councillors, until the first meeting of the committee; with the Vice Chair acting as Chair if there is no Chair.*

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

Chair	Cllr Alexa Collins	Vice Chair	Cllr Ekta Kaur Ross
1)	Cllr Marie Hammon*	5)	Cllr Paul Kelly
2)	Cllr John Carey*	6)	Cllr Carol Linton
3)	Cllr Judith Foster	7)	Cllr Roxanna Pasha
4)	Cllr Terry Gamble	8)	Cllr Jackie Slater
1 st Reserve	Cllr Graham Mummery	2 nd Reserve	TBC following co-option

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

Chair	Cllr Ekta Kaur Ross	Vice Chair	Cllr Paul Bunce
1)	Cllr Marie Hammon*	5)	Cllr Terry Gamble
2)	Cllr John Carey*	6)	Cllr Carol Linton
3)	Cllr Pat Bird	7)	Cllr Graham Mummery
4)	Cllr Judith Foster	8)	TBC following co-option
1 st Reserve	TBC following co-option	2 nd Reserve	TBC following co-option

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

Vice Chair and acting Chair	Cllr Alexa Collins		
1)	Cllr Marie Hammon*	5)	Cllr Ekta Kaur Ross
2)	Cllr John Carey*	6)	Cllr Graham Mummery
3)	Cllr Pat Bird	7)	Cllr Jackie Slater
4)	Cllr Inder Birdi	8)	Cllr Cole Caesar
9)	TBC following co-option		
1 st Reserve	Cllr Terry Gamble	2 nd Reserve	TBC following co-option

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 Cole Caesar	6)	TBC following co-option
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. Pending the election of the 2025-26 Committee Chairs, this is:

- | | |
|-------|---------------------|
| Chair | Cllr John Carey |
| 1) | Cllr Marie Hammon |
| 2) | Cllr Ekta Kaur Ross |
| 3) | Cllr Alexa Collins |

Ecology, Sustainability and Climate Emergency Working Group (The Eco Group)

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

Burnham Neighbourhood Plan Steering Group

- | | |
|----|-------------------|
| 1) | Cllr Marie Hammon |
| 2) | Cllr Carol Linton |
| 3) | Cllr Cole Caesar |
| 4) | Cllr Inder Birdi |
| 5) | The Parish Clerk |

Burnham Parish Council Outside Bodies Representatives 2025-2026

South East Bucks Community Board and Sub Groups*

To be confirmed

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

* Any Parish Cllr can attend

Burnham Parish Council

Minutes of the Meeting of the Council held on 16th June 2025 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 Pat Bird	Cllr Graham Mummery	Cllr Paul Bunce
Cllr Jackie Slater	Cllr Judith Foster	Cllr Ekta Kaur Ross
Cllr Cole Caesar		

From item FC2526/25 onwards

Cllr Carole Doel	Cllr Jo Sommer	Cllr Zoe Gardiner
Cllr Jane Wallis		

Officers of the Council:

Adam Killeya (Parish Clerk)
Laiba Malik (Assistant Clerk)
Rupinder Gaidhu (Finance Manager)

Public and others:

Four candidates for co-option to the council (up to item FC2426/24)

FC2526/22 Apologies for absence

Apologies were received from Cllrs Collins, Kelly, Birdi and Gamble.

It was **NOTED** that Cllr Pasha had not submitted apologies.

FC2526/23 Declarations of interest

No declarations were received.

FC2526/24 Co-option of Councillors

The candidates for co-option were invited to address the Council.

It was unanimously **RESOLVED** to make the following co-options to the Council:

- i) Carole Doel to Lent Rise Ward
- ii) Zoe Gardiner to Church Ward
- iii) Jo Sommer to Lent Rise Ward
- iv) Jane Wallis to Beeches Ward

The meeting was briefly paused to allow the co-opted councillors to make their declarations of acceptance of office. The new councillors then joined the meeting.

FC2526/25 Internal Audit Report

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

It was **NOTED** that the Clerk was progressing the required actions for the 2025-26 AGAR including with respect to ICT, and that as part of this Cllrs must only use their burnhamparish.gov.uk email addresses for Council business.

FC2526/26 Annual Governance and Accountability Return 2025

The Clerk drew councillors attention to the budget monitoring report. They reported that the end of year financial position was better than forecast during the budget process, as some costs had been paid from the Community Infrastructure Levy, and there had been other savings made via budget control. They stated that individual committees would have the opportunities to consider their own reports in detail at the forthcoming committee meetings. The end of year accounts and budget monitoring report and verbal update were **NOTED**.

It was **RESOLVED** to:

- a) receive the Annual Governance and Accountability Return for 2024/25
- b) approve the Annual Governance Statement.
- c) approve the Accounting Statements.

FC2526/27 Clerk's report – urgent spend

The Clerk reported an urgent spend made under financial regulation 5.18 of £1926.40 for the hire of temporary cooling units for Burnham Park Hall. The report was **NOTED**.

The meeting closed at 7:35pm

Dates of next meeting:

Monday 21st July 2025 (ordinary Full Council meeting).

Burnham Parish Council

Minutes of the meeting of the Planning Committee held on the 19th May 2025 at 4.30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (Chairman) Cllr John Carey (Vice-Chairman) Cllr Carol Linton
Cllr Pat Bird (Since P2526/3)

In attendance:

Officers of the Council: Laiba Malik (Assistant Clerk)

Councillors:

None

Members of public:

4

P2526/1 Chair of the Committee

The committee **RESOLVED** to elect Cllr Hammon as the Chair of the Committee for the 2025/26 municipal year.

P2526/2 Vice-Chair of the Committee

The Committee **RESOLVED** to elect Cllr Carey as Vice-Chair of the Committee for the 2025/26 municipal year.

P2526/3 Apologies

Apologies were received from Cllr Pasha.

It was **NOTED** that apologies were not received from Cllr Caesar and Cllr Birdi.

P2526/4 Declarations of Interest

None

P2526/5 Public Forum

The applicants for **PL/25/0980/FA**: Burnham Beeches Golf Club, Green Lane, Burnham, attended the planning meeting in relation to the retrospective planning application and presented the proposed plans. The committee also noted that the applicants acknowledged the unfortunate way in which the foliage had been managed and emphasised that they are now working to minimise the impact while protecting the golf club's characteristics. Furthermore, the committee noted that the club is now at full capacity.

A resident of Burnham attended the planning meeting regarding the proposed extended licensing hours for the Garibaldi pub. The resident expressed concerns that the extended hours would lead to an increase in anti-social behaviour on the high street and may aggravate existing issues related to public safety and harm. He also mentioned that he has collected 40 signatures in support of the objection to the proposal and stated that the proposal may replicate or worsen the current problems already affecting the high street.

Signed:

Marie C. Hammon

Date: *23/6/25*

P2526/6 Minutes

The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on 14th April 2025.

P2526/7 Decisions

The decisions made by Buckinghamshire Council on applications listed on the 19th May 2025 agenda were **NOTED**.

P2526/8 Planning Applications

PL/25/0980/FA - Burnham Beeches Golf Club, Green Lane, Burnham, Buckinghamshire, SL1 8EG Construction of overflow car park comprising 15 x parking spaces and associated landscaping (retrospective)

The Committee **RESOLVED** to state that they had **NO OBJECTION**, subject to the correction of all concerns previously raised by the Committee.

PL/25/1192/VRC - 3 Rochford Way, Burnham, Buckinghamshire, SL6 0PU Variation of condition 5 (approved plans) of planning permission PL/25/0228/FA (Two storey front and side extensions, link extension between main house and annexe, amended roof to single storey element and changes to windows and doors) to allow enlargement of front apex and 2 additional front dormers

The committee **RESOLVED** to **OBJECT** and decided to revert to their original comments.

PL/25/1128/VRC - 37 Coalman's Way, Burnham, Buckinghamshire, SL1 7NX Variation of condition 12 (approved drawings) attached to PL/19/3047/FA (erection of detached dwelling with associated parking and amenity space. Alteration to existing property including an internal garage and changes to doors and windows) to allow for substituted drawings to reflect as built elevations.

The committee **RESOLVED** to not to make a decision due to the lack of sufficient information.

PL/25/0669/FA - Leys Farm Thompkins Lane, Farnham Royal, Buckinghamshire, SL2 3TD

Installation of a bio-mass boiler flue in the stables (retrospective)

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

PL/25/1068/FA - 5 Stomp Road, Burnham, Buckinghamshire, SL1 7LR

Construction of single storey rear extension, garage conversion to habitable space, two storey front porch extension, removal of front chimney stack and replacing existing roofing tiles with the similar new ones.

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

PL/25/0960/FA - 3 Chiltern Road, Burnham, Buckinghamshire, SL1 7NB Construction of two storey rear extension.

The committee **RESOLVED** to state that they had **NO OBJECTION**, provided that a dropped kerb be provided to ensure adequate car parking space, and that a soakaway be included to mitigate flooding.

PL/25/1141/TP - 47 Pink Lane, Burnham, Buckinghamshire, SL1 8JP T1 oak - reduce overhang by approx 1 m to provide sufficient clearance to the property, crown thin by

Signed: *W. E. H.*

Date: *23/6/25*

approx 10%, clear dead branches. (TPO/SBDC/1996/11)

The committee **RESOLVED** to state that they had **NO OBJECTION**, subject to the approval of an arborist.

PL/22/2130/FA - Elm Cottage, Farnham Lane, Burnham, Buckinghamshire, SL2 3SE
Construction of replacement dwelling, relocation of vehicular access and erection of detached garage.

The committee **RESOLVED** to **OBJECT** to the proposed development. The committee noted that The air raid shelter is located approximately 18 metres to the west of Elm Cottage and is aligned roughly north-south. It is a purpose-built structure constructed in the second quarter of the 20th century for family/private use in case of air attack. The shelter is well-preserved, which adds to its historical value. The committee felt that the air raid shelter should be preserved as a non-designated heritage asset, and the committee noted its historical significance and the excellent condition it remains in. The proposal is located within the Metropolitan Green Belt, and the committee stated that the development may increase the site's scale by more than 25%. The committee also noted that the proposed four-story building and the swimming pool in the basement could affect underground streams and lead to potential complications in the area. If the proposal is approved, the committee requests that proper access be provided before the gates are built and that the new dwelling is constructed on the existing site.

PL/24/3555/FA - 1 Bayley Crescent, Burnham, Buckinghamshire, SL1 7EF Erection of part single, part two storey extension to the principal elevation, relocation of entrance door to the side with porch canopy, and provision of vehicular access.

The committee **RESOLVED** to state that it had **NO OBJECTIONS** However, the committee also **NOTED** Buckinghamshire Council's decision notice on the application.

PL/25/0896/FA - Leys Farm Thompkins Lane, Farnham Royal, Buckinghamshire, SL2 3TD Demolition of existing cottage and erection of a replacement dwelling including re-use of existing stable building.

The committee **RESOLVED** to **OBJECT** to the proposal on the grounds that the conversion of stables into houses may not be suitable for the site. The expansion would double the size of the existing structure, significantly increasing the footprint. The committee also stated that the proposal is located close to Burnham Beeches, an area where there is a presumption against development due to its environmental significance. The planned enlargement of the cottage would alter the scale and character of the area. For the reasons stated above, the committee deems the proposal an inappropriate development.

P2425/9 Other items

1. Request for deposits under the Highways Act 1980.

The committee resolved that the plans are accurate; however, some access points are not shown. It was resolved that the Assistant Clerk and Cllr Linton will formulate a response regarding the access points not included in the plan

Signed:

W. G. E. H. A. -

Date:

23/6/25

2. Licence Application for The Garibaldi Pub, Burnham

The Committee **RESOLVED** to write a letter to the Bucks Council licensing team, highlighting the concerns raised by residents regarding their objections to the proposed licensing hours.

P2425/10 Enforcement Updates

ES/25/00079/OPHH - 48 The Green, Burnham, Buckinghamshire, SL1 7BG -

The committee requested that an email be sent to the enforcement officer who investigated the breach, asking if the officer attended the property and to confirm the size of the structures.

ES/25/00041/HMO & ES/25/00042/HMO - 105A & 105B Stomp Road -

The committee **NOTED** that the enforcement officer has forwarded the information to Bucks housing department.

P2526/11 Area Planning Meetings and Strategic Planning Meetings

The Committee **NOTED** the meeting dates.

Meeting Closed at: 6.13pm

Signed:

Al E. Am

Date:

23/6/25

BURNHAM PARISH COUNCIL

Minutes of the Recreation & Amenities Committee held on 17th June at 6:30pm in
Burnham Park Hall.

Committee members present:

Cllr Ekta Kaur Ross (Chair until RA2526/01)
Cllr Paul Bunce (Vice Chair until RA2526/01; Chair from RA2526/02)
Cllr Graham Mummery (Vice Chair from RA2526/03)
Cllr Marie Hammon
Cllr John Carey
Cllr Judith Foster
Cllr Carol Linton

In attendance: Cllr Zoe Gardiner Cllr Jo Sommer Cllr Jane Wallis

Officers of the Council: Adam Killea (Parish Clerk)

Members of the public: 0

RA2526/01 Election of Chair

It was **RESOLVED** to elect Cllr Paul Bunce as Chair of the Recreation & Amenities Committee for the 2025-26 municipal year.

The outgoing Chair expressed her thanks to all members and staff for their work whilst she had chaired the committee, and the committee in turn expressed their thanks to Cllr Kaur Ross for her service.

RA2526/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Graham Mummery as Vice Chair of the Recreation & Amenities Committee for the 2025-26 municipal year.

RA2526/03 Apologies for Absence

Apologies were received from Cllrs Gamble and Bird.

RA2526/04 Declarations of Interest

No declarations were received.

RA2526/05 Public Forum

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

RA2526/06 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 25th March 2025.

RA2526/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring

report for the committee for 2024-25.

RA2526/08 Head Groundsman's Report

The report was **NOTED**. The feeling of the committee with regards to replacing the lavender on the war memorial was something flowering but not annual; with the Clerk, Head Groundsman and Cllr Slater to agree the details.

RA2526/09 Street Furniture

The Clerk reported that there was one memorial bench request currently awaiting payment, for the grounds of Burnham Park Hall. The Clerk was asked to put an item on the next Committee Agenda to consider a placing policy for future benches.

The Clerk further reported that they had recently met with the council's streetlight contractor and Cllr Carey to discuss the upcoming solar streetlighting project; and had also agreed a publicity campaign to encourage members of the public to report streetlight issues in the summer so that they could be addressed before the autumn and winter.

The Clerk further reported that the works to maintain and repair council owned-benches, identified on the recent asset register survey, were in progress.

The reports were **NOTED**.

RA2526/10 Bus shelters

The Clerk reported that they had received the further information requested from Buckinghamshire Council for the Parish Council to consider taking on the ownership of three bus shelters on Bath Road on the day of the meeting, and had sent this out to councillors.

It was **RECOMMENDED** to Full Council to accept a transfer of ownership of the three bus shelters on Bath Road – adjacent to Sainsbury's, opposite Sainsbury's, and near Hag Hill – subject to a one-off visit by a specialist company to include a full clean and inspection paid for Buckinghamshire Council prior to hand-over.

RA2526/11 Sustainability, ecology and climate emergency

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

The Clerk made members aware of the previous proposal to plant an additional avenue of trees in Burnham Park, which had not been taken forward following informal public consultation. They advised that the Eco Group had recommended the project be reconsidered, and that if approved in principle they and the Head Groundsman would bring a more detailed proposal to a future meeting.

It was **RESOLVED**:

- a) To agree the avenue of trees project in principle.
- b) To instruct the Clerk and Heads Groundsman to seek advice from Buckinghamshire Council Tree Officers, and bring a proposal to the next meeting, based on a preference for indigenous oak and beech trees.

It was **RECOMMENDED** to the Policy & Resources Committee to increase the insulation to the whole George Pitcher Memorial Ground pavilion, up to a cost of £2,000, to come from the GPMG Improvement Fund.

RA2526/12 Project updates

Cllr Carey gave an update on the Knowledge Stream (formerly 'Project 57').

The Chair gave an update on the project for flowerbeds along the front edge of the village green. It was **RESOLVED** to consider a detailed proposal from the Chair for a smaller project of a single mixed bed at the next meeting.

The Clerk gave updates on the Former BT Phonebox at Littleworth Road; and the Pond at Lent Green Lane. The Clerk was asked to meet with the Chair and Cllr Caesar to discuss ways forward around the pond, and to take appropriate press action as required. The updates were **NOTED**.

RA2526/13 Risk Assessments

The following risk assessments were received, and the Clerk reported that the recommended actions were in progress:

- a) Fire risk assessment for the George Pitcher Memorial Ground.
- b) General risk assessment.
- c) Risk assessments for council owned play areas.

The risk assessments and verbal update were **NOTED**.

RA2526/14 Parking charges at GPMG

The written report on the end of season review of the introduction of parking charges at the George Pitcher Memorial Ground / Cherry Orchard, and in particular the detail around public representations, operational challenges and revenues, was **NOTED**.

It was **RESOLVED**

- a) 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 2026-27 Council year and with due consideration given at that time to alternative revenue streams.
- b) To continue to keep the performance of the car parking company under review, with a view to reconsidering our commercial relationship should there be further repeats of issues experienced.

RA2526/15 Correspondence

It was **RESOLVED**

- a) 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 item included personal information about a resident.
- b) to invite Councillors not on the committee to remain for this item.

The Clerk drew members attention to the member of the request from a member of the public regarding trees at Stomp Road, and the tree surgeon's recommendation and costs.

It was **RESOLVED** not to undertake this work at this time, due to the cost and the professional advice that the trees are healthy; and to advise the residents that should they wish to undertake this work they will need to engage a suitably qualified professional to do so.

The meeting ended at 20:05

Date of next meeting: Tuesday 2nd September 2025 (1st budget meeting)

DRAFT

Burnham Parish Council

Minutes of the meeting of the Planning Committee held on the 23rd June 2025 at 4.30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (Chairman) Cllr John Carey (Vice-Chairman) Cllr Carol Linton
Cllr Pat Bird Cllr Inder Birdi
Cllr Cole Caesar (Since P2526/17)

In attendance:

Officers of the Council: Laiba Malik (Assistant Clerk)

Councillors:

None

Members of public:

0

P2526/12 Apologies

Apologies were received from Cllr Pasha.

P2526/13 Declarations of Interest

None

P2526/14 Public Forum

None

P2526/15 Minutes

The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on 19th May 2025.

P2526/16 Decisions

The decisions made by Buckinghamshire Council on applications listed on the 23rd of June 2025 agenda were **NOTED**.

P2526/17 Planning Applications

PL/25/0462/VRC - Land To The Rear Of 113 Gore Road Burnham Buckinghamshire
SL1 7DF Variation of condition 13 (Approved plans) of planning permission
PL/23/3021/FA (Erection of detached dwelling and new vehicular access) to allow for
raising the eaves height to provide additional first floor headroom and changing the roof
of the single storey element from flat to pitched.

Appeal in Progress

The Committee **RESOLVED** to revert to its original decision and object to the appeal application.

Signed: *W. G. H. H. H.*

Date: 19-7-2025

PL/25/1290/FA - 101 Stomp Road, Burnham, Buckinghamshire, SL1 7NN
Construction of single storey detached outbuilding for use as gym/shower
The committee **NOTED** that the application has already been decided.

PL/25/1303/FA - 43 Lent Green Lane, Burnham, Buckinghamshire, SL1 7AS
Construction of single storey front extension.
The committee **NOTED** that the application has already been decided.

PL/25/1415/FA - Oak Apple Abbey Park Lane Burnham Buckinghamshire SL1 8PJ
Construction of single storey front and rear extensions with associated landscaping.
The Committee **RESOLVED** to state that they had **NO OBJECTIONS** however, noted that the application is within the Metropolitan Green Belt and 500m of Burnham Beeches Special Area of Conservation.

PL/25/1330/FA - 4 Ashcroft Court Burnham Buckinghamshire SL1 8JT Construction of rear first floor infill development to balcony
The committee **RESOLVED** to state that they had **NO OBJECTIONS**.

PL/25/1439/FA - 600 Bath Road Burnham Buckinghamshire SL6 0PE
Construction of single storey side extension, conversion of roof space for bedrooms via dormers front, back and side and associated external alterations.
The Committee **RESOLVED** to state that they had **NO OBJECTIONS**, however they did have some reservations. The Committee felt that the proposed works may involve the removal of trees and raised concerns regarding the visibility of the development. The committee also highlighted that the plans suggested converting the middle room on the ground floor into a bedroom. The committee raised concerns about the potential disturbance to neighbouring properties during construction and the Committee inquired whether a notice would be issued to mitigate disturbance.

PL/25/0214/FA - 44 Hogfair Lane Burnham Buckinghamshire SL1 7HQ Removal of front railings and increase in height of existing wall and piers. Construction of garage to front of dwelling.
Appeal in Progress
The committee **RESOLVED** to revert to its original decision and object to the appeal application.

PL/25/0804/AV - Swan Cottage 36 High Street Burnham Buckinghamshire SL1 7JP
Non-illuminated fascia sign, non-illuminated hanging sign, and 2 non-illuminated signs fixed to front shutters
The Committee **RESOLVED** to **OBJECT** to the proposed development, as it is located within a conservation area and is considered to be out of keeping and out-of-character. The committee also stated that the proposed signage is deemed excessive in comparison to nearby signage. For these reasons, the Committee considers the application to be an inappropriate development. The committee also stated that they would like to revert to their original comments.

Signed:

W. E. Han

Date: 14-7-2025

PL/25/1433/FA - Burnham Beeches Golf Club Green Lane Burnham Buckinghamshire SL1 8EG

Construction of ball dispenser enclosure.

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

PL/25/0668/FA - 24 Alice Lane Burnham Buckinghamshire SL1 7AZ

Erection of first floor side extension.

The committee **RESOLVED** that they had **NO OBJECTIONS**, provided there is sufficient parking for the additional bedroom.

PL/25/1449/HB - Burnham Abbey Lake End Road Burnham Buckinghamshire SL6 0PW listed building consent for repair works to the Grade II listed cob wall, starting from the North end.

The committee **RESOLVED** to state that they had **NO OBJECTIONS**, as long as the application is in line with the heritage officer's report.

P2425/18 Other items

1. Licence Application for The Garibaldi Pub, Burnham

Cllr Hammon informed the committee that she had attended the meeting where the licensing application for the Garibaldi Pub was considered. She expressed concern that the Parish Council's comments were not considered, as they had been submitted outside the consultation period. She urged that the council is given more notice in future to prevent this from happening again.

P2425/19 Enforcement Updates

The Committee noted that a premise licence application: **PR202505-365807** has been submitted for an Off Licence and Convenience Store at 31 High Street, Burnham, Slough, SL1 7JD. The committee **NOTED** that Cllr Caesar and Cllr Kelly have both called in the application for further review.

Cllr Hammon also informed the committee that she would be sending a letter on behalf of Burnham Heritage regarding the air raid shelter at Elm Cottage, Farnham Lane, Burnham, Buckinghamshire, SL2 3SE

P2526/20 Area Planning Meetings and Strategic Planning Meetings

The Committee **NOTED** the meeting dates.

Meeting Closed at: 5.26pm

Signed:

W. E. Hammon

Date: 14-7-25

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 24th June at 6:30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (chairing to item BP2526/06)
Cllr Alexa Collins (in attendance and chairing from item BP2526/07)
Cllr John Carey
Cllr Pat Bird
Cllr Graham Mummery
Cllr Cole Caesar
Cllr Terry Gamble (reserve member)

In attendance: Cllr Zoe Gardiner Cllr Jane Wallis Cllr Carol Linton

Officers of the Council: Adam Killea (Parish Clerk)
Sharon Smith (Hall Manager)

Members of the public: 0

The meeting opened at 1833.

In the absence of the acting Chair, it was **RESOLVED** that Cllr Hammon would chair the meeting.

BP2526/01 Election of Chair

It was **RESOLVED** to elect Cllr Ekta Kaur Ross as Chair of the Burnham Park Management Committee for the 2025-26 municipal year.

As the new Chair was absent, Cllr Hammon remained in the chair.

BP2526/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Jackie Slater as Vice Chair of the Burnham Park Management Committee for the 2025-26 municipal year.

As the new Vice Chair was also absent, Cllr Hammon remained in the Chair.

The committee expressed their thanks to former Cllr Stewart and Cllr Collins for their work running the committee.

BP2526/03 Apologies for Absence

Apologies for absence were received from Cllrs Kaur Ross and Slater.

Apologies for late arrival were received from Cllr Collins.

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

BP2526/04 Declarations of Interest

No declarations were received.

BP2526/05 Public Forum

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

BP2526/06 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 8th April 2025.

Cllr Collins arrived during this item. It was **RESOLVED** that Cllr Collins take the Chair for the remainder of the meeting.

BP2526/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for the committee for 2024-25.

It was **RECOMMENDED** to the Policy and Resources Committee and Full Council to vire £12,500 from the Hall Salaries Budget to the Hall Wages (Casuals) budget for 2025-26.

BP2526/08 Hall Manager's report

The written report was **NOTED**.

The Clerk drew members attention to the excellent work done on the new exit gate from the courtyard. They further passed on a message of thanks from Cllr Slater and the Royal British Legion for the VE Day 80 events. The committee added their thanks to all those involved in the VE Day 80 celebration.

BP2526/09 Sustainability, ecology and climate emergency

The Clerk reported that there was a meeting of the eco group on 25th June which would be reviewing the eco to do lists. The current list was **NOTED**.

BP2526/10 Burnham Park Hall Strategic Plan

The feedback from the public consultation was **NOTED**.

It was **RESOLVED** to approve the draft hall mission statement and values.

The next steps in the process, with a draft strategic plan coming to the next meeting of the Committee, were **NOTED**.

BP2526/11 Commercial animals at events

The written report was **NOTED**.

Cllr Gamble questioned whether the use of reindeer raised any elk and safety issues.

It was **RESOLVED** to continue the use of reindeer at the Christmas Event, subject to the Hall Manager being satisfied as to the licensing status and animal welfare standards and care given by the company used, and any other requirements under council policy.

It was **RECOMMENDED** to the Policy and Resources Committee to consider a general policy regarding the use of animals for Council events, or events given grant support by the Council, or taking place on council land or premises. The policy to allow such use subject to appropriate welfare standards, siting, licensing, and insurance, and any other points of relevance; and to state that live animals cannot be given as prizes.

BP2526/12 General risk assessment

The General Risk Assessment for 2025 was **NOTED**.

BP2526/13 Heating, ventilation and air-conditioning (HVAC)

The written report was **NOTED**.

The Clerk and Hall Manager updated the meeting that the air conditioning had been restored, and was now functioning, although there remained parts of the system needing repair or close to the end of their working life.

It was **RESOLVED**:

- a) 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 item included commercially sensitive quotes for work.
- b) to invite Councillors not on the committee to remain for this item.

It was **RESOLVED** to instruct the Clerk and Hall Manager to:

- a) bring a further full report and recommendations, to either the Committee or Full Council, as soon as practicable;
- b) consult Cllrs Collins, Carey, Wallis, and Mummery whilst carrying out investigations, calling meetings as an ad hoc working group if appropriate.

The Clerk advised that under financial regulations expenditure from capital funds had to go through the Policy & Resources Fund. The Chair stated that the HVAC fund was an accrued revenue fund rather than a capital fund.

It was **RESOLVED** to approve the expenditures for further investigatory work on HVAC options and the hire of temporary HVAC equipment to cover the interim period to be taken from the HVAC fund.

The meeting ended at 19:46

Date of next meeting: Tuesday 9th September 2025 (1st budget meeting)

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 1st July 2025 at 6:30pm in
Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair from PR2526/02)
Cllr Alexa Collins (Chair until PR2526/01)
Cllr Judith Foster
Cllr Rukhsana Pasha

Cllr Ekta Kaur Ross (Vice Chair until PR2526/02)
Cllr Jackie Slater
Cllr Graham Mummery (reserve member)
Cllr Marie Hammon

Officers of the Council:

Laiba Malik (Assistant Parish Clerk)
Rupinder Gaidhu (Finance Manager)

In attendance:

Cllr Paul Bunce (part of meeting)

Members of the public:

None

PR2526/01 Chair of the Committee

The committee **RESOLVED** to elect Cllr Carol Linton as the Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/02 Vice-Chair of the Committee

The Committee **RESOLVED** to elect Cllr Terry Gamble as Vice-Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/03 Apologies for Absence

Apologies were received from Cllrs Carey and Gamble (Vice Chair).

Cllr Wallis and the Clerk also requested that their apologies for absence be **NOTED**.

It was **NOTED** that Cllr Kelly had not sent apologies.

PR2526/04 Declarations of Interest

Cllrs Collins declared an interest in item 10b (minute PR2526/10) as she has recently attended a Sound and Song event.

PR2526/05 Public Forum

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

PR2526/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 22nd April 2025.

PR2526/07 Finance

- a) The committee **NOTED** the end of year accounts and budget monitoring reports for all committees.

Committee members stated that they would like to see more updated accounts at

future meetings, and asked to review past resolutions regarding quarterly accounts. The Assistant Clerk stated that any questions should be emailed to the Clerk, and they will be considered at the next meeting.

- b) The Committee **NOTED** the small number of actions arising from the Internal audit report and the Clerk's notes on actions.
- c) The explanatory note on overspends was **NOTED**. Whilst it was accepted in principle to authorise overspend in the relevant budget heading to match additional amounts of funding received, with this to be reported to the Policy and Resources Committee, the matter was **DEFERRED** until the next meeting to consider updates to financial regulations.
- d) The Committee **RESOLVED**:
 - I. To note the information provided in the report.
 - II. To resolve the status of the HVAC fund as an accrued revenue fund with effect from the start of the 2025-26 financial year.
 - III. To approve that all costs relating to the HVAC system including inspection, maintenance, repair and replacement, should be taken from this fund from the financial year 2025-26 onwards.
 - IV. To approve the expenditures from the HVAC fund, resolved by the BPMC committee on the 24th June 2025.

A decision with respect to the status of the election fund was **DEFERRED**.

PR2425/08 Sustainability, ecology and climate emergency

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

The committee **NOTED** the new Parish Council banner, which will be displayed at the Parish stall at the Village Fete.

PR2526/09 Policies

The Committee **RECOMMENDED** the following policies to Full Council, subject to any changes which will be sent over to the Clerk for consideration.

- a) Communications, Engagement and ICT Policy.
- b) Complaints Policy and Procedure.
- c) Investments and Reserves Policy.
- d) Event animal welfare policy (recommended by BPMC).

PR2526/10 Grants

The Committee **RESOLVED** to approve a grant of £1,000, in kind against room hire, to the Slough & Windsor Railway, towards a Model Railway Exhibition.

Cllr Slater requested that her vote against the resolution be formally noted in the minutes.

The Committee **RESOLVED** to approve a grant of £888 from Sound and Song, towards an Intergenerational Singing Programme.

PR2526/11 Recommendations from other committees

It was **RESOLVED** to approve the recommendation from the Recreation and Amenities Committee to spend up to £2,000 on additional insulation at the George Pitcher Memorial Ground Pavillion, from the GPMG Improvement Fund.

It was **RESOLVED** to approve the recommendation from the Burnham Park Management Committee to vire £12,500 from the Hall Salaries Budget to the Hall Wages (Casuals) budget.

PR2526/12 Risk Assessment

The general risk assessment document was **NOTED**. The Assistant Clerk reported that the actions arising from this report are in progress.

PR2526/13 Utilities Contacts

It was **RESOLVED** 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 includes sensitive information about potential legal matters (item 13) and crime (item 14)

Cllr Bunce, the Finance Manager, and the Assistant Clerk were invited to remain in the meeting for these items.

The report was **NOTED**. It was **RESOLVED** to approve the recommendations made in the confidential report.

PR2526/14 CCTV

The Committee **RESOLVED** to approve the Clerk looking into options for stage 2 of CCTV project, on the basis that this should not be the only priority and that other Council priorities should be considered.

The Assistant Clerk stated that the Clerk would require an indication as to which locations to investigate, in order to give a steer and to make the task proportionate.

The meeting closed at 20:05

Date of next meeting: Tuesday 16th September 2025.

(1st Budget Meeting)

Burnham Parish Council

Minutes of the meeting of the Planning Committee held on the 14th July 2025 at 4.30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (Chairman)	Cllr John Carey (Vice-Chairman)	Cllr Carol Linton
Cllr Pat Bird	Cllr Inder Birdi	Cllr Rukhsana Pasha

In attendance:

Officers of the Council: Laiba Malik (Assistant Clerk)

Councillors:

None

Members of public:

0

P2526/21 Apologies

The committee **NOTED** that Cllr Caesar did not offer his apologies.

P2526/22 Declarations of Interest

None

P2526/23 Public Forum

None

P2526/24 Minutes

The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on 23rd June 2025.

P2526/25 Decisions

The decisions made by Buckinghamshire Council on applications listed on the 14th July 2025 agenda were **NOTED**.

P2526/26 Planning Applications

PL/25/1523/FA - 1 Bayley Crescent, Burnham, Buckinghamshire, SL1 7EF

Erection of part single, part two storey extension to the principal elevation;
Replacement of entrance door to the side; and provision of vehicular access.

The Committee **RESOLVED** to revert to their original decision and stated that they had **NO OBJECTION**.

PL/25/1653/FA - 19 Wendover Road, Burnham, Buckinghamshire, SL1 7ND

First floor side extension, two storey rear extension, conversion of garage into habitable room with alterations to front garden to create additional parking.

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

PL/25/1814/FA - 41 The Fairway Burnham Buckinghamshire SL1 8DS

Proposed garage conversion to habitable rooms with changes to the front fenestration.

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

Signed:

Date:

PL/25/1606/FA - 5A Green Lane, Burnham, Buckinghamshire, SL1 8DR Construction of new boundary brick boundary wall, with brick piers, black metal railings, new entrance gates and new green hedges inside the existing walls (part retrospective)

The Committee **RESOLVED** to state that they had **NO OBJECTION**, on the condition that the gate is able to accommodate the size of a standard vehicle. The Committee also noted that the applicant should consider the installation of water gullies to effectively manage surface water runoff and reduce the risk of potential flooding or related damage.

PL/25/1799/FA - 14 Hazelhurst Road, Burnham, Buckinghamshire, SL1 8EE Construction of single storey rear and part single, part two storey side extension, new front porch and conversion of garage to habitable use.

The Committee **RESOLVED** to state that they had **NO OBJECTION**; however, the Committee is mindful that the hedge had already been removed, and an 8-foot fence put in its place. The Committee felt that the hedge was far better, reached higher, and provided better screening for the house, so the Committee asked that the hedge be replanted to help maintain both privacy and the property's overall appearance.

P2425/27 Enforcement Updates

The committee formally **NOTED** the letter sent to the Monitoring Officer at Buckinghamshire Council regarding the Garibaldi licensing application.

Cllr Hammon reported to the committee that extensive scaffolding work was taking place at 14 Burlington Road and that the relevant permission had expired in 2022. The committee resolved to report this matter to enforcement.

P2526/28 Area Planning Meetings and Strategic Planning Meetings

The Committee **NOTED** the meeting dates.

Meeting Closed at: 5.20pm

Signed:

Date:

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: **30/04/2025**

	£	£
Balance per bank statements as at 30/04/25:		
Unity Bank - Current	526,827.75	
Public Sector Fund	277,238.52	
Petty Cash	1,141.58	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		805,207.85
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 30/04/25 (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 30/04/25		
		0.00
		805,207.85

Signed by: RFO

Balance as per Trial Balance @ 30.04.25

Signed by Council Chair:

Unity Bank	526,827.75
PSDF	277,238.52
Petty Cash	1,141.58
Total	805,207.85

Signed by P & R Chair:

Bank Reconciliations checked &
Approved by Vice Chair:

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 un-presented 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: **31/05/2025**

	£	£
Balance per bank statements as at 31/05/25:		
Unity Bank - Current	451,352.96	
Public Sector Fund	278,255.19	
Petty Cash	1,098.90	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		730,707.05
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/05/25 (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 31/05/25		
		0.00
		730,707.05

Signed by: RFO

Balance as per Trial Balance @ 31.05.25

Signed by Council Chair:

Unity Bank	451,352.96
PSDF	278,255.19
Petty Cash	1,098.90
Total	730,707.05

Signed by P & R Chair:

Bank Reconciliations checked &
Approved by Vice Chair:

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: **30/06/2025**

		£	£
Balance per bank statements as at 30/06/25:			
	Unity Bank - Current	373,127.17	
	Public Sector Fund	279,278.71	
	Petty Cash	1,056.87	
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			653,462.75
Petty cash float (if applicable)			0.00
Less: any unpresented cheques as at 30/06/25 (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 30/06/25			
			0.00
			653,462.75

Signed by: RFO

Balance as per Trial Balance @ 30.06.25

Signed by Council Chair:

Unity Bank 373,127.17
PSDF 279,278.71
Petty Cash 1,056.87

Total 653,462.75

Signed by P & R Chair:

Bank Reconciliations checked &
Approved by Vice Chair:

Burnham Parish Council
Summary of payments
April 2025

All payments made by the Council Excluding Petty Cash and Staff Salaries.

Date	Payment type	Supplier	Details	Gross Amount
01/04/2025	Bank Transfer	DD - Bucks Council	Council Tax BPH	£1,775.50
01/04/2025	Bank Transfer	DD - Bucks Council	Council Tax - Cherry Orchard	£299.14
02/04/2025	Bank Transfer	Burnham Park Hall	Transfer monies back to safe	£200.00
03/04/2025	Bank Transfer	DD - Information Commissioners Office	Annual Fee for Data Protection	£73.00
03/04/2025	Bank transfer	DD - Peninsula	HR Services	£261.92
04/04/2025	Bank transfer	DD - Dayla	Bar Supplies	£782.44
07/04/2025	Bank transfer	DD - Leigh Electrical	Street Lighting Maintenance	£705.00
07/04/2025	Bank transfer	DD - Google Cloud	IT Software	£6.00
08/04/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£834.22
08/04/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£242.05
08/04/2025	Bank transfer	DD - Wex Europe Services	Grounds Maintenance Fuel Costs	£12.00
09/04/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£4,907.08
10/04/2025	Bank transfer	DD - Barclaycard Payments	Till System Maintenance	£135.17
10/04/2025	Bank transfer	DD - British Gas - Jennery Lane	Energy Costs	£5.99
10/04/2025	Bank transfer	DD - Corona Energy	Energy Costs - BPH	£2.92
11/04/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£48.78
11/04/2025	Bank transfer	Bank Chgs	Bank Charges	£4.20
11/04/2025	Bank transfer	Bank Chgs	Bank Charges	£7.80
14/04/2025	Bank transfer	DD - EE Limited	Rental charges for mobile phones	£132.48
14/04/2025	Bank transfer	BACS - HMRC	HMRC/PAYE M1	£4,468.35
14/04/2025	Bank transfer	BACS - Prudential Pension	Pension Costs M1	£80.00
14/04/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M1	£1,711.23
14/04/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M1	£839.72
14/04/2025	Bank transfer	DD - British Gas - GPMG	Energy Costs	£1,383.91
15/04/2025	Bank transfer	BACS - Barry Fitzgerald	Expenses	£32.40
15/04/2025	Bank transfer	BACS - Nisbets	Café & Pitchside Supplies	£245.09
15/04/2025	Bank transfer	BACS - Crown, Water & Coffee	Café Supplies	£280.28
15/04/2025	Bank transfer	BACS - Bidfood	Café & Pitchside Supplies	£234.89
15/04/2025	Bank Transfer	BACS - George Browns	Property Maintenance	£1,567.39
15/04/2025	Bank Transfer	BACS - Bucks Pension	Pension Costs	£188.91
15/04/2025	Bank transfer	BACS - Castle Water GPMG	Water & Sewage - GPMG	£144.74
15/04/2025	Bank transfer	BACS - Castle Water BPH	Water & Sewage - BPH	£164.85
15/04/2025	Bank transfer	BACS - Heppelthwaite Plumbers	Property Maintenance	£134.14
15/04/2025	Bank transfer	BACS - Richard Jones	Entertainment	£100.00
15/04/2025	Bank transfer	BACS - Castle Water Jennery Lane	Water & Sewage Costs - Jennery Lane	£181.93
15/04/2025	Bank transfer	BACS - Viking Direct	Stationery	£504.75
15/04/2025	Bank transfer	BACS - Alan Welsh	Property Maintenance	£4,300.00
15/04/2025	Bank transfer	BACS - Window Flowers Ltd	Property Maintenance	£2,202.61
16/04/2025	Bank transfer	DD - Sage	Accounting software support	£261.00
22/04/2025	Bank transfer	DD - Grundon Waste Mgmt	Wheeled Bins & Containers	£509.28
23/04/2025	Bank transfer	DD - Dayla	Bar Supplies	£794.70
23/04/2025	Bank transfer	BACS - SW Pension M1	Pension Costs M1	£1,906.41
24/04/2025	Bank transfer	BACS - Tio Fire Safety	Property Maintenance	£11.99
24/04/2025	Bank transfer	DD - Bank Charges	Bank Charges	£6.00
28/04/2025	Bank transfer	DD - Take Payments	Till System Maintenance	£63.00
28/04/2025	Bank transfer	BACS - WeMaintain Technologies	Property Maintenance	£150.00
28/04/2025	Bank transfer	BACS - Jacob Pierecki	Entertainment	£173.25
28/04/2025	Bank transfer	BACS - Local Cleaning Services	Property Maintenance	£69.00
28/04/2025	Bank transfer	BACS - IT Mighty	IT Support	£984.35
28/04/2025	Bank transfer	BACS - Iris Payroll	Payroll support services	£172.26
28/04/2025	Bank transfer	BACS - Heppelthwaite Plumbers	Property Maintenance	£361.20
28/04/2025	Bank transfer	BACS - Rural Services	Annual Membership	£63.00
28/04/2025	Bank transfer	BACS - Leigh Electrical	Street Lighting Maintenance	£3,186.00
28/04/2025	Bank transfer	BACS - BALC	Annual Membership	£2,115.74
28/04/2025	Bank transfer	BACS - Smartest Energy	Energy Costs - GP Porta Cabin	£492.84
28/04/2025	Bank transfer	BACS - Heineken	Bar Supplies	£252.00
28/04/2025	Bank transfer	BACS - Bidfood	Café & Pitchside Supplies	£158.86
28/04/2025	Bank transfer	BACS - Nisbets	Café & Pitchside Supplies	£263.96
28/04/2025	Bank transfer	BACS - Lyreco	Stationery	£95.94
28/04/2025	Bank transfer	BACS - Fleetline Markers	Property Maintenance	£39.04
28/04/2025	Bank transfer	BACS - Barry Fitzgerald	Expenses	£64.80
28/04/2025	Bank transfer	BACS - Earth Anchors	Property Maintenance	£1,669.20
28/04/2025	Bank transfer	BACS - Thames Valley Copiers	Stationery	£244.85
28/04/2025	Bank transfer	BACS - Corona Energy	Energy Costs - BPH	£2.92

28/04/2025	Bank transfer	DD - Welcome (Focus Group)	Office telephone line rental charges	£151.26
30/04/2025	Bank transfer	DD - Bank Charges	Bank Charges	£23.85
30/04/2025	Credit Card	B/card - Highspeed Training	Training	£24.00
30/04/2025	Credit Card	B/card - Epos Now	Till System Maintenance	£172.80
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£9.98
30/04/2025	Credit Card	B/card - Persplex Sheet UK	Property Maintenance	£47.66
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£6.98
30/04/2025	Credit Card	B/card - Booker	Café Supplies	£80.19
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£4.48
30/04/2025	Credit Card	B/card - SLCC	Training	£36.00
30/04/2025	Credit Card	B/card - Bearings & More	Property Maintenance	£87.91
30/04/2025	Credit Card	B/card - Amazon	Staff Welfare	£29.97
30/04/2025	Credit Card	B/card - Zoom	Councillor's Expenses	£12.99
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£8.77
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£10.18
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£4.79
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£37.77
30/04/2025	Credit Card	B/card - X2 Connect Ltd	Property Maintenance	£118.51
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£6.09
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£6.99
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£4.28
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£3.29
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£19.74
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£12.96
30/04/2025	Credit Card	B/card - Wix.com	Annual Subscription	£33.28
30/04/2025	Credit Card	B/card - Post Office	Staff Welfare	£15.00
30/04/2025	Credit Card	B/card - Amazon	Property Maintenance	£9.98
30/04/2025	Credit Card	B/card - Davies Brothers	Property Maintenance	£87.50
30/04/2025	Credit Card	B/card - Booker	Café Supplies	£38.17
Total Payments				£44,417.84

Burnham Parish Council
Summary of payments
May 2025

All payments made by the Council Excluding Petty Cash and Staff Salaries.

Date	Payment type	Supplier	Details	Gross Amount
01/05/2025	Bank Transfer	BACS - Round & About	Grant Donation	£600.00
01/05/2025	Bank Transfer	BACS - The Door Guys	Property Maintenance	£220.00
01/05/2025	Bank Transfer	BACS - DSSL Group	CCTV Upgrade for High Street	£7,283.66
01/05/2025	Bank Transfer	DD - Bucks Council	Council Tax BPH	£1,771.00
01/05/2025	Bank Transfer	DD - Bucks Council	Council Tax - Cherry Orchard	£301.00
01/05/2025	Bank Transfer	Bank Chgs	Bank Charges	£0.90
07/05/2025	Bank transfer	DD - Peninsula	HR Services	£261.92
07/05/2025	Bank transfer	DD - Leigh Electrical	Street Lighting Maintenance	£705.00
08/05/2025	Bank transfer	DD - PWLB	Loan	£4,066.92
08/05/2025	Bank transfer	DD - Google Cloud	IT Software	£6.00
08/05/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£729.70
08/05/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£235.72
09/05/2025	Bank Transfer	DD - Dayla	Bar Supplies	£692.30
09/05/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£4,962.88
12/05/2025	Bank transfer	DD - Wex Europe Services	Grounds Maintenance Fuel Costs	£12.00
12/05/2025	Bank transfer	DD - Barclaycard Payments	Till System Maintenance	£63.86
12/05/2025	Bank Transfer	DD - British Gas	Energy Costs - GPMG	£882.70
12/05/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£29.53
12/05/2025	Bank transfer	Bank Chgs	Bank Charges	£7.50
12/05/2025	Bank transfer	DD - EE Limited	Rental charges for mobile phones	£130.98
13/05/2025	Bank transfer	Bank Chgs	Bank Charges	£3.90
14/05/2025	Bank transfer	DD - British Gas - Jennery Lane	Energy Costs	£68.14
14/05/2025	Bank Transfer	DD - Smartest Energy	Energy Costs - GPMG	£373.28
14/05/2025	Bank transfer	BACS - HMRC	HMRC/PAYE M2	£4,558.97
14/05/2025	Bank transfer	BACS - Prudential Pension	Pension Costs M2	£80.00
14/05/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M2	£1,711.23
14/05/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M2	£839.72
15/05/2025	Bank transfer	BACS - Clymac	Property Maintenance	£1,140.00
15/05/2025	Bank Transfer	BACS - Origin (Rigby Taylor)	Grounds Maintenance	£4,604.78
15/05/2025	Bank Transfer	BACS - The Door Guys	Property Maintenance	£563.99
15/05/2025	Bank transfer	BACS - Tom Shakespeare	Expenses	£48.60
15/05/2025	Bank transfer	BACS - Nisbets	Café Supplies	£90.53
15/05/2025	Bank transfer	BACS - Crown, Water & Coffee	Café Supplies	£280.28
15/05/2025	Bank transfer	BACS - Bidfood	Café Supplies	£218.99
15/05/2025	Bank Transfer	BACS - VE Davidson	Entertainment	£38.15
15/05/2025	Bank transfer	BACS - Insx Pest Control	Property Maintenance	£300.00
15/05/2025	Bank transfer	BACS - Richard Jones	Entertainment	£215.00
15/05/2025	Bank transfer	BACS - Name Badges Intl	Stationery	£428.34
15/05/2025	Bank transfer	BACS - Nevermind Band	Entertainment	£400.00
15/05/2025	Bank transfer	BACS - Leigh Electrical	Street Lighting Maintenance	£4,248.00
16/05/2025	Bank transfer	DD - Sage	Accounting software support	£261.00
20/05/2025	Bank transfer	DD - Grundon Waste Mgmtnt	Wheeled Bins & Containers	£271.55
20/05/2025	Bank transfer	BACS - SW Pension M2	Pension Costs M2	£2,108.54
21/05/2025	Bank transfer	BACS - Tio Fire Safety	Property Maintenance	£11.99
22/05/2025	Bank transfer	DD - Bank Charges	Bank Charges	£6.30
27/05/2025	Bank transfer	DD - Take Payments	Till System Maintenance	£63.00
28/05/2025	Bank Transfer	BACS - Aston Bond LLP	Legal & Professional	£1,140.00
28/05/2025	Bank transfer	BACS - WeMaintain Technologies	Property Maintenance	£150.00
28/05/2025	Bank Transfer	BACS - WJ Fire Ltd	Property Maintenance	£572.40
28/05/2025	Bank transfer	BACS - Jacob Pierecki	Entertainment	£75.00
28/05/2025	Bank transfer	BACS - Local Cleaning Services	Property Maintenance	£69.00
28/05/2025	Bank transfer	BACS - IT Mighty	IT Support	£984.35
28/05/2025	Bank transfer	BACS - Iris Payroll	Payroll support services	£172.26
28/05/2025	Bank transfer	BACS - Heppelthwaite Plumbers	Property Maintenance	£275.40
28/05/2025	Bank transfer	BACS - James Hallam Ltd	Insurance	£879.20
28/05/2025	Bank transfer	BACS - Leigh Electrical	Street Lighting Maintenance	£7,162.80
28/05/2025	Bank Transfer	BACS - Burnham Lighthouse	Grant Donation	£300.00
28/05/2025	Bank transfer	BACS - Mercury Systems	Property Maintenance	£700.80
28/05/2025	Bank Transfer	BACS - PHS Group	Property Maintenance - Annual Contract	£10,762.80
28/05/2025	Bank Transfer	BACS - Record UK	Property Maintenance	£1,904.40
28/05/2025	Bank Transfer	BACS - R Watts & Sons	Property Maintenance	£2,100.00
28/05/2025	Bank transfer	BACS - Bidfood	Café Supplies	£234.32
28/05/2025	Bank transfer	BACS - SLCC	Training	£50.00
28/05/2025	Bank transfer	BACS - Barry Fitzgerald	Expenses	£24.30

28/05/2025	Bank transfer	BACS - Climate	Property Maintenance	£288.00
28/05/2025	Bank Transfer	BACS - Wel Medical Ltd	Defibs for High Street	£1,465.20
28/05/2025	Bank transfer	BACS - Thames Valley Copiers	Stationery	£60.16
28/05/2025	Bank transfer	BACS - Clymac	Property Maintenance	£795.31
28/05/2025	Bank transfer	DD - Welcome (Focus Group)	Office telephone line rental charges	£151.26
29/05/2025	Bank transfer	BACS - Castle Water GPMG	Water & Sewage - GPMG	£122.92
29/05/2025	Bank transfer	BACS - Castle Water BPH	Water & Sewage - BPH	£239.33
29/05/2025	Bank transfer	BACS - Castle Water Jennery Lane	Water & Sewage Costs - Jennery Lane	£92.68
29/05/2025	Bank transfer	DD - Bank Charges	Bank Charges	£1.20
30/05/2025	Bank transfer	DD - Bank Charges	Bank Charges	£22.80
31/05/2025	Credit Card	B/card - Amazon	Event Costs	£23.20
31/05/2025	Credit Card	B/card - Epos Now	Till System Maintenance	£172.80
31/05/2025	Credit Card	B/card - Amazon	Event Costs	£12.98
31/05/2025	Credit Card	B/card - Amazon	Event Costs	£15.98
31/05/2025	Credit Card	B/card - Amazon	Grounds Maintenance	£130.99
31/05/2025	Credit Card	B/card - Amazon	Cleaning	£12.98
31/05/2025	Credit Card	B/card - I Hate Ironing	Laundry	£244.69
31/05/2025	Credit Card	B/card - Amazon	Event Costs	£16.97
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£17.08
31/05/2025	Credit Card	B/card - Amazon	Cleaning	£12.00
31/05/2025	Credit Card	B/card - Zoom	Councillor's Expenses	£12.99
31/05/2025	Credit Card	B/card - Amazon	Cleaning	£11.25
31/05/2025	Credit Card	B/card - Amazon	Stationery	£7.94
31/05/2025	Credit Card	B/card - Amazon	Grounds Maintenance	£36.50
31/05/2025	Credit Card	B/card - Amazon	Grounds Maintenance	£73.00
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£71.97
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£1.99
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£8.48
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£47.52
31/05/2025	Credit Card	B/card - Amazon	IT Costs	£19.49
31/05/2025	Credit Card	B/card - Vista Print	Stationery	£42.49
31/05/2025	Credit Card	B/card - Post Office	Staff Welfare	£45.00
31/05/2025	Credit Card	B/card - Amazon	Stationery	£8.99
31/05/2025	Credit Card	B/card - Amazon	Property Maintenance	£15.98
31/05/2025	Credit Card	B/card - Quickstep	Property Maintenance	£12.00
31/05/2025	Credit Card	B/card - Amazon	Property Management	£17.99
31/05/2025	Credit Card	B/card - Amazon	Staff Welfare	£9.98
31/05/2025	Credit Card	B/card - Amazon	Stationery	£10.95
31/05/2025	Credit Card	B/card - Amazon	Stationery	£5.65

Total Payments £77,813.57

Burnham Parish Council
Summary of payments
June 2025

All payments made by the Council Excluding Petty Cash and Staff Salaries.

Date	Payment type	Supplier	Details	Gross Amount
02/06/2025	Bank Transfer	DD - Bucks Council	Council Tax BPH	£1,771.00
02/06/2025	Bank Transfer	DD - Bucks Council	Council Tax - Cherry Orchard	£301.00
03/06/2025	Bank transfer	DD - Peninsula	HR Services	£261.92
06/06/2025	Bank transfer	DD - Google Cloud	IT Software	£6.00
09/06/2025	Bank transfer	DD - Leigh Electrical	Street Lighting Maintenance	£705.00
09/06/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£710.61
09/06/2025	Bank transfer	DD - YU Energy	Energy Costs - Street Lighting	£235.70
09/06/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£4,832.23
09/06/2025	Bank transfer	DD - Wex Europe Services	Grounds Maintenance Fuel Costs	£12.00
10/06/2025	Bank Transfer	Bank Chgs	Bank Charges	£6.00
10/06/2025	Bank transfer	DD - Barclaycard Payments	Till System Maintenance	£86.38
10/06/2025	Bank transfer	DD - YU Energy	Energy Costs - BPH	£13.76
10/06/2025	Bank transfer	Bank Chgs	Bank Charges	£6.90
11/06/2025	Bank transfer	DD - PWLB	Loan	£14,857.96
11/06/2025	Bank Transfer	Bank Chgs	Bank Charges	£0.60
12/06/2025	Bank transfer	DD - EE Limited	Rental charges for mobile phones	£130.98
13/06/2025	Bank Transfer	DD - Dayla	Bar Supplies	£2,915.40
13/06/2025	Bank Transfer	BACS - Defib Store	Community Costs	£318.00
13/06/2025	Bank Transfer	BACS - Adam Killea	Expenses	£7.20
13/06/2025	Bank transfer	BACS - HMRC	HMRC/PAYE M3	£5,254.92
13/06/2025	Bank transfer	BACS - Prudential Pension	Pension Costs M3	£100.00
13/06/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M3	£1,711.23
13/06/2025	Bank transfer	BACS - Bucks Pension	Pension Costs M3	£839.72
16/06/2025	Bank Transfer	DD - Smartest Energy	Energy Costs - GPMG	£335.09
16/06/2025	Bank Transfer	BACS - Sing 4 You	Event Costs	£250.00
16/06/2025	Bank transfer	BACS - SLCC	Annual Membership	£475.00
16/06/2025	Bank transfer	BACS - Nisbets	Café Supplies	£130.78
16/06/2025	Bank Transfer	BACS - Sharon Smith	Expenses	£198.17
16/06/2025	Bank Transfer	BACS - Surefoot Communications	Burnham Walks Booklets	£588.00
16/06/2025	Bank Transfer	BACS - Tom Shakespeare	Expenses	£43.20
16/06/2025	Bank Transfer	BACS - Alan Welsh	Property Maintenance	£2,500.00
16/06/2025	Bank transfer	BACS - Bidfood	Café Supplies	£363.61
16/06/2025	Bank Transfer	BACS - Heineken UK	Property Maintenance	£216.00
16/06/2025	Bank transfer	BACS - Insx Pest Control	Property Maintenance	£354.00
16/06/2025	Bank transfer	BACS - O'Neill Homer	Professional Fees	£216.00
16/06/2025	Bank transfer	BACS - Online Playgrounds	Property Maintenance	£672.00
16/06/2025	Bank transfer	BACS - Rigby Taylor	Grounds Maintenance	£2,222.64
16/06/2025	Bank transfer	DD - Sage	Accounting software support	£261.00
16/06/2025	Bank transfer	BACS - Iris Payroll	Payroll support services	£172.26
16/06/2025	Bank Transfer	BACS - PHS Group	Property Maintenance	£256.80
16/06/2025	Bank transfer	BACS - Barry Fitzgerald	Expenses	£24.30
16/06/2025	Bank transfer	BACS - Castle Water GPMG	Water & Sewage - GPMG	£125.59
16/06/2025	Bank transfer	BACS - Castle Water BPH	Water & Sewage - BPH	£127.71
16/06/2025	Bank transfer	BACS - Castle Water Jennery Lane	Water & Sewage Costs - Jennery Lane	£89.12
16/06/2025	Bank Transfer	BACS - George Browns	Grounds Maintenance	£1,416.00
17/06/2025	Bank Transfer	DD - British Gas - GPMG	Energy Costs	£391.54
17/06/2025	Bank transfer	BACS - SW Pension M3	Pension Costs M3	£2,108.42
19/06/2025	Bank transfer	DD - British Gas - Jennery Lane	Energy Costs	£50.10
20/06/2025	Bank Transfer	DD - Valda Energy	Energy Costs - Jennery Lane	£52.20
20/06/2025	Bank transfer	DD - Grundon Waste Mgmt	Wheeled Bins & Containers	£499.51
20/06/2025	Bank transfer	BACS - Tio Fire Safety	Property Maintenance	£11.99
25/06/2025	Bank transfer	DD - Bank Charges	Bank Charges	£6.00
26/06/2025	Bank transfer	DD - Take Payments	Till System Maintenance	£63.00
26/06/2025	Bank transfer	DD - Welcome (Focus Group)	Office telephone line rental charges	£151.26
27/06/2025	Bank Transfer	DD - Michelle's Mobile Catering	Staff Welfare	£130.00
27/06/2025	Bank transfer	BACS - Burnham Heritage	Donation	£350.00
27/06/2025	Bank Transfer	BACS - Burnham Men's Shed	Grounds Maintenance	£294.00
27/06/2025	Bank transfer	BACS - Insx Pest Control	Property Maintenance	£60.00
27/06/2025	Bank transfer	BACS - Friends of Dropmore School	MVAS	£534.00
27/06/2025	Bank Transfer	BACS - K & S Signs	Signage	£144.00
27/06/2025	Bank transfer	BACS - WeMaintain Technologies	Property Maintenance	£150.00
27/06/2025	Bank Transfer	BACS - Andrew Sykes Hire Ltd	Property Maintenance	£787.10
27/06/2025	Bank transfer	BACS - Mulberry Local Authority	Legal & Professional Audit Fees	£401.16
27/06/2025	Bank transfer	BACS - Zurich Insurance	Annual Insurance Renewal	£16,208.64

27/06/2025	Bank transfer	BACS - IT Mighty	IT Support	£984.35
27/06/2025	Bank Transfer	BACS - Iris Payroll	Payroll support services	£229.62
27/06/2025	Bank transfer	BACS - Heineken UK	Property Maintenance	£216.00
27/06/2025	Bank transfer	BACS - Essential Safety	Property Maintenance	£2,124.00
27/06/2025	Bank transfer	BACS - Leigh Electrical	Street Lighting Maintenance	£2,610.00
27/06/2025	Bank Transfer	BACS - Local Cleaning Services	Property Maintenance	£69.00
27/06/2025	Bank transfer	BACS - R Gaidhu	Expenses	£49.30
27/06/2025	Bank Transfer	BACS - PHS Group	Property Maintenance	£75.00
27/06/2025	Bank Transfer	BACS - Nisbets	Café Supplies	£117.14
27/06/2025	Bank transfer	BACS - Thames Valley Copiers	Stationery	£143.07
30/06/2025	Bank transfer	BACS - HMRC	HMRC - NI 24/25	£2,370.00
30/06/2025	Bank transfer	BACS - HMRC	HMRC - NI 23/24	£1,546.40
30/06/2025	Bank transfer	BACS - HMRC	HMRC - NI 22/23	£960.00
30/06/2025	Bank transfer	DD - Bank Charges	Service Fee Charges	£20.55
30/06/2025	Bank transfer	DD - Bank Charges	Bank Charges	£1.20
30/06/2025	Bank transfer	DD - Bank Charges	Bank Charges	£31.70
30/06/2025	Credit Card	B/card - Indeed	Recruitment	£36.17
30/06/2025	Credit Card	B/card - Epos Now	Till System Maintenance	£172.80
30/06/2025	Credit Card	B/card - Amazon	Property Maintenance	£57.67
30/06/2025	Credit Card	B/card - Amazon	Property Maintenance	£10.99
30/06/2025	Credit Card	B/card - Amazon	Stationery	£8.29
30/06/2025	Credit Card	B/card - Bucks Council	Licenses	£295.00
30/06/2025	Credit Card	B/card - Canva	Subscription	£99.99
30/06/2025	Credit Card	B/card - Screwfix Direct	Property Maintenance	£32.89
30/06/2025	Credit Card	B/card - Amazon	Café Supplies	£8.99
30/06/2025	Credit Card	B/card - Amazon	Grounds Maintenance	£46.16
30/06/2025	Credit Card	B/card - Zoom	Councillor's Expenses	£13.99
30/06/2025	Credit Card	B/card - Booker	Bar Supplies	£190.97
30/06/2025	Credit Card	B/card - Amazon	Property Maintenance	£10.38
30/06/2025	Credit Card	B/card - Amazon	Property Maintenance	£10.71
30/06/2025	Credit Card	B/card - SP Yellow Ltd	Signage	£38.95
30/06/2025	Credit Card	B/card - Grounds Management Assoc	Annual Membership	£93.00
30/06/2025	Credit Card	B/card - AGA Print Ltd	Signage - Banner	£99.01
30/06/2025	Credit Card	B/card - Provac Cleaning Supplies	Property Maintenance	£30.60
30/06/2025	Credit Card	B/card - Post Office	Staff Welfare	£15.00
30/06/2025	Credit Card	B/card - Amazon	Bar Supplies	£25.99
30/06/2025	Credit Card	B/card - Lux Rewards	Bank Charges	-£10.00
Total Payments				£81,349.58

Bus shelter ownership

Context

Having investigated the condition and ownership of bus shelters in Burnham (see list of shelters attached) there appear to be three shelters currently owned by Buckinghamshire Council. The old shelters at these sites were probably previously owned and maintained by the Parish Council (Bucks Council states that this was the case), and Bucks Council then secured funding for new shelters. Ordinarily these would be transferred to the Parish Council after construction, but this never happened and Bucks Council is now asking us to consider taking these shelters on and maintaining them at the Parish Council's expense.

Recommendations

1. To note the information received in the report.
2. To recommend to Full Council whether to accept a transfer of ownership of the three bus shelters on Bath Road – adjacent to Sainsbury's, opposite Sainsbury's, and near Hag Hill – and if recommending acceptance to ask that Buckinghamshire Council arranges for a full clean of the shelters prior to transfer.

Alternative options considered and not recommended

1. To make a definitive recommendation either way with regard to taking on ownership. I have not made such a recommendation as I feel it's a balance between the general benefit of bus shelters being locally maintained and inspected; and in counter that it's an additional responsibility with no funding provided.
2. To recommend taking on the shelters without requesting a full clean, or alternatively making it a formal condition; either alternative is plausible but it is felt that asking whilst maintaining flexibility is the best compromise.

Commentary

- This is the information received from Bucks: "The three on Bath Road are a bit more complex in that they were certainly owned by yourselves prior to 2016-2018, however, it looks as though we had some external (probably development) funding to upgrade these around that time. Usually when that happens the ownership then passes back to the parish to maintain them. However, staff have left since then and I cannot find a paper trail or any records to say this happened other than the quotes to replace these."
- The Clerk in this period (Sheridan Jacklin Edward) recollects "I recall that we managed the bus shelters on the Bath Road, but that perhaps they were provided and installed by what was then Bucks County Council as part of the transport improvement works they did. However, I don't know definitely" – these two sets of recollections are not identical but are compatible.

- The Parish Council definitely appears to own four other shelters in Burnham – two on Gore Road, one by Burnham Park Hall, and one on Lent Rise Road - and we will be putting in place an inspection rota; therefore, adding three additional shelters would not incur significant additional monitoring work. However, it would carry costs if repairs were needed, and all three shelters would benefit from a thorough clean.

Risks

- Financial risks from vandalism, accidental damage and wear and tear – can be partly mitigated through insurance, but is an additional cost.
- Some reputational risk if the shelters are 'ours' and seen to be in poor condition, mitigated by the possibility that if we take ownership they may be better cared for.

Updated proposal 14.07.25 following elections of committee chairs and vice-chairs, and resignation from R&A Committee; and with draft additions to reflect newly co-opted Councillors.

Burnham Parish Council
DRAFT Committee Membership 2025/2026

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

The election of Committee Chairs and Vice Chairs for 2025-26 are shown in red text.

Proposed additions of new Cllrs are shown in red highlights; each have been proposed as members of one committee and reserve members of a further committee.

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 Graham Mummery	2 nd Reserve	Cllr Jane Wallis

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 Alexa Collins
4)	Cllr Inder Birdi	8)	Cllr Jo Sommer
1 st Reserve	Cllr Terry Gamble	2 nd Reserve	Cllr Zoe Gardiner

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 Cole Caesar	6)	Cllr Carole Doel
Reserve	Cllr Paul Bunce		

Updated proposal 14.07.25 following elections of committee chairs and vice-chairs, and resignation from R&A Committee; and with draft additions to reflect newly co-opted Councillors.

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.

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

Ecology, Sustainability and Climate Emergency Working Group (The 'Eco Group')

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

Burnham Neighbourhood Plan Steering Group

1)	Cllr Marie Hammon
2)	Cllr Carol Linton
3)	Cllr Cole Caesar
4)	Cllr Inder Birdi
5)	The Parish Clerk

Burnham Parish Council Outside Bodies Representatives 2025-2026

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 liasion

Cllr Jane Wallis



Buckinghamshire Highways

Directorate for Communities
Service Director: Kevin Goad
Buckinghamshire Council

The Gateway
Gatehouse Road
Aylesbury
HP19 8FF

highways.consultations@buckinghamshire.gov.uk

02nd July 2025
Ref: Countywide Disabled Bays and Parking
Restrictions

Dear Resident,

Statutory Consultation for the introduction of two Disabled Bays in Burnham

Buckinghamshire Highways are proposing to introduce two Disabled Bays on the roads mentioned in the below table.

Road Name (And Extents)	Proposal
Byways (Outside No. 25)	Introduce a Disabled Badge Holders Only Bay
Hanbury Close (Outside No. 21)	Introduce a Disabled Badge Holders Only Bay

Locations and Proposal

How to Have Your Say

Details of the proposals and how to support, comment or object, can be found by visiting the Your Voice Bucks website <https://yourvoicebucks.citizenspace.com> and searching for "Countywide Disabled Bays and Parking Restrictions" where you will find a link to the online survey at the bottom of the consultation page. There is also a QR code at the bottom of this letter which you can scan with your smartphone to access the consultation page directly.

Alternatively, you can email us at highways.consultations@buckinghamshire.gov.uk or write to us at the following postal address: **Design Services, Buckinghamshire Highways, Floor 10, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA** with your comments.

If you would like a printed copy of the information, please get in touch with us at the email address provided above. Alternatively, you can view the proposals by appointment at the Main Reception, Walton Street Offices, Walton Street, Aylesbury, HP20 1UA.

The consultation opens on Friday 04 July 2025 and closes at 11:59pm on Friday 01 August 2025.

Buckinghamshire Council is obliged to make any representations received in response to this notice, open to inspection under the Local Government (Access to Information) Act 1985.

What happens next?

We will develop the proposals based on what residents and key stakeholders within the area tell us. If the feedback shows people support the proposals, we will begin the process of implementing these Disabled Bays, and we will update you again to confirm the proposals.

The consultation web page <https://yourvoicebucks.citizenspace.com/roads-parking/county-wide-disabled-bays-and-parking-restrictions> will be updated with the outcome of this consultation.

Yours faithfully,

Buckinghamshire Council

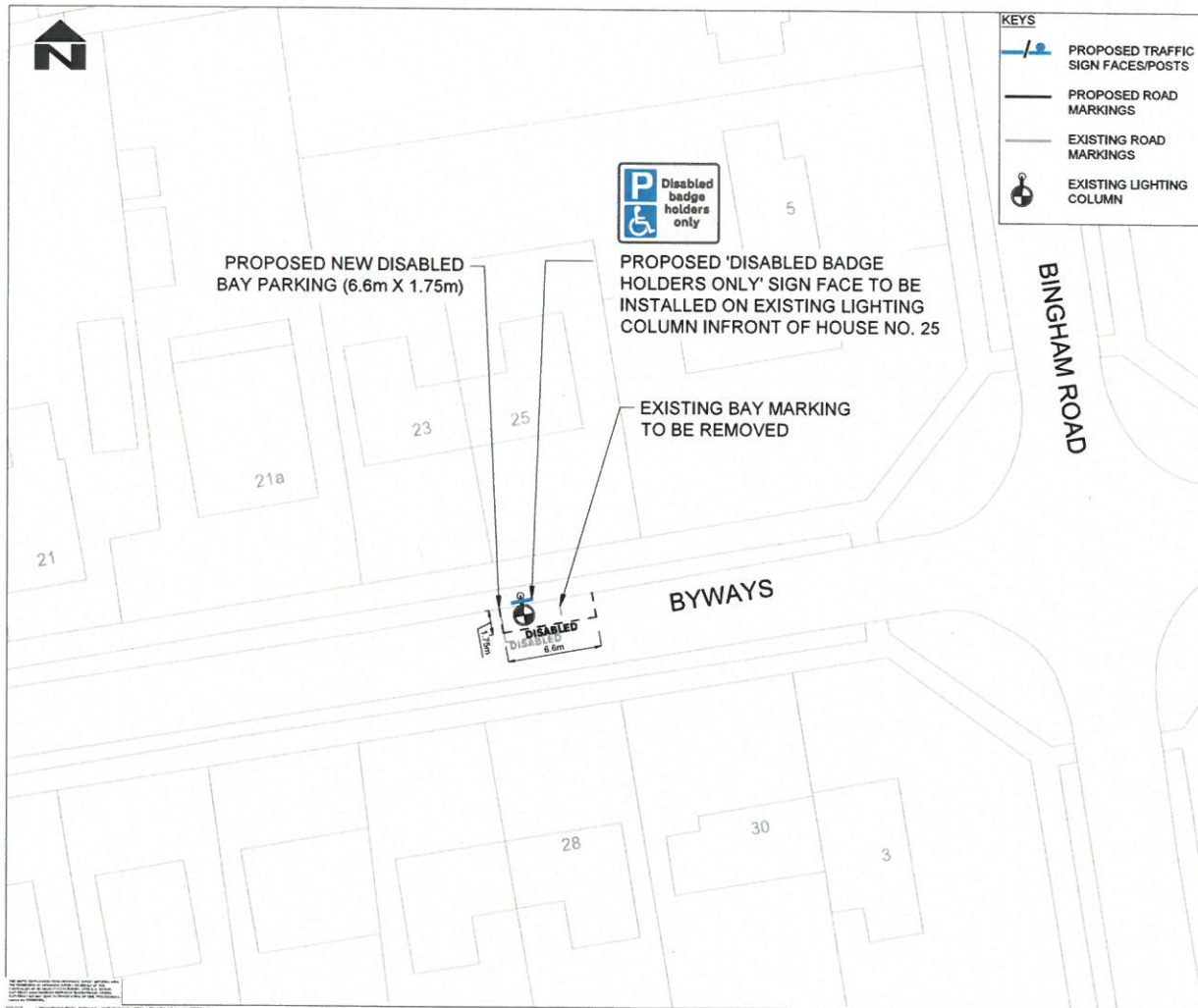


STATEMENT OF REASONS

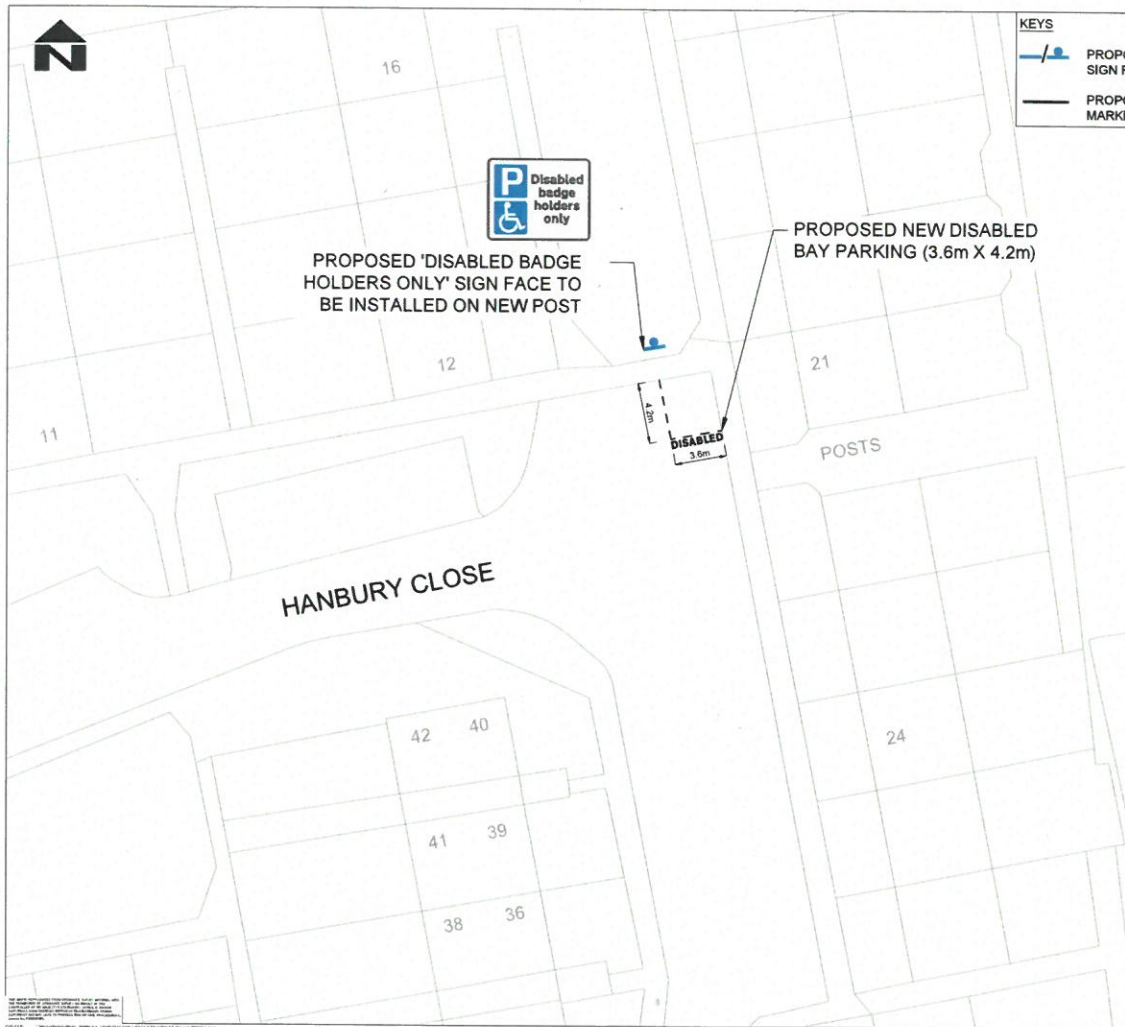
Countywide Disabled Bays and Parking Restrictions (Burnham)

It is proposed to introduce two Disabled Bays on two roads mentioned in the below table and the reasons for proposing the Disabled Bays.

Road Name (And Extents)	Proposals	Reasons for Proposal
Byways (Outside No. 25)	Introduce a Disabled Badge Holders Only Bay	By authorising the advertisement of the proposal, Buckinghamshire Council (while having regard to the matters specified in Section 122 Subsection (2) of the Road Traffic Regulation Act) has given consideration to its duty under Section 122(1) of that Act as to:
Hanbury Close (Outside No. 21)		<i>"secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway [...]"</i>



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION																											
In addition to the hazard labels normally associated with the types of work detailed on this drawing, note the following signs and road markings (Performance shall also be noted in the design briefings).																											
<table border="1"> <tr> <th>Category</th> <th>Sign / Marking</th> <th>Location</th> </tr> <tr> <td rowspan="2">Construction / Planning</td> <td>None</td> <td></td> </tr> <tr> <td>None</td> <td></td> </tr> <tr> <td rowspan="2">Use</td> <td>None</td> <td></td> </tr> <tr> <td>None</td> <td></td> </tr> <tr> <td rowspan="2">Decontamination / Demolition</td> <td>None</td> <td></td> </tr> <tr> <td>None</td> <td></td> </tr> </table>				Category	Sign / Marking	Location	Construction / Planning	None		None		Use	None		None		Decontamination / Demolition	None		None							
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Or Attorneys Widley Street Office, Widley Street Aldersley Birmingham B47 9JH UK www.aldersley.co.uk Copyright © Aldersley Limited (2025)																											
County-Wide Disabled and Parking Restriction 2024 CONSULTATION PLAN BYWAYS BURNHAM (SHEET 1 OF 2) <table border="1"> <tr> <th>Rev</th> <th>NTS</th> <th>TH</th> <th>SD</th> <th>CC</th> <th>Published</th> </tr> <tr> <td>Original</td> <td>A3</td> <td>14/01/25</td> <td>14/01/25</td> <td>15/01/25</td> <td>14/01/25</td> </tr> <tr> <td>Current</td> <td>5229731</td> <td>ATR</td> <td>HGN</td> <td>SK - CH - 000001</td> <td>01/06/25</td> </tr> <tr> <td>SS</td> <td></td> <td></td> <td></td> <td></td> <td>C01</td> </tr> </table>				Rev	NTS	TH	SD	CC	Published	Original	A3	14/01/25	14/01/25	15/01/25	14/01/25	Current	5229731	ATR	HGN	SK - CH - 000001	01/06/25	SS					C01
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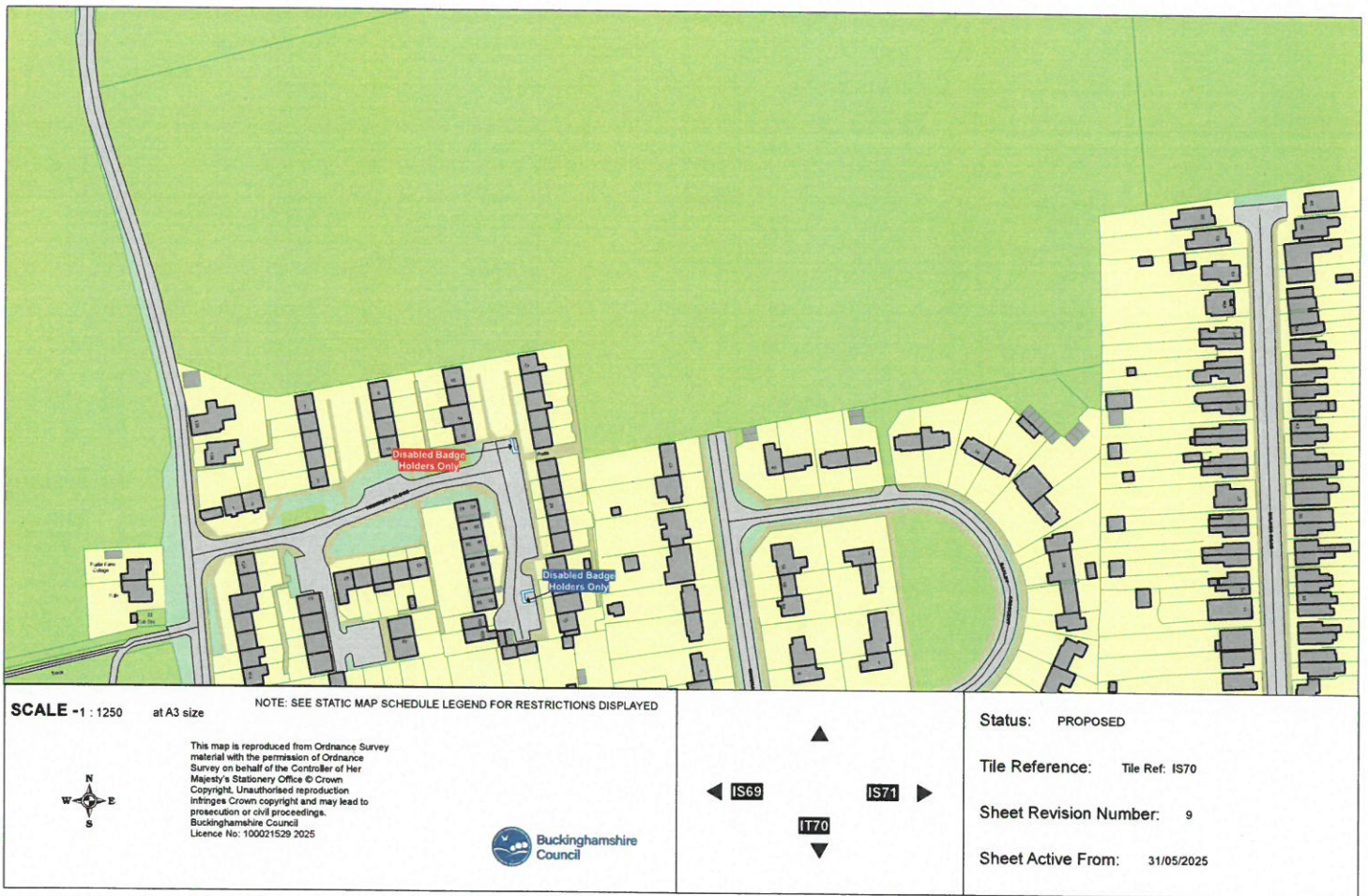


KEYS	
	PROPOSED TRAFFIC SIGN FACES/POSTS
	PROPOSED ROAD MARKINGS

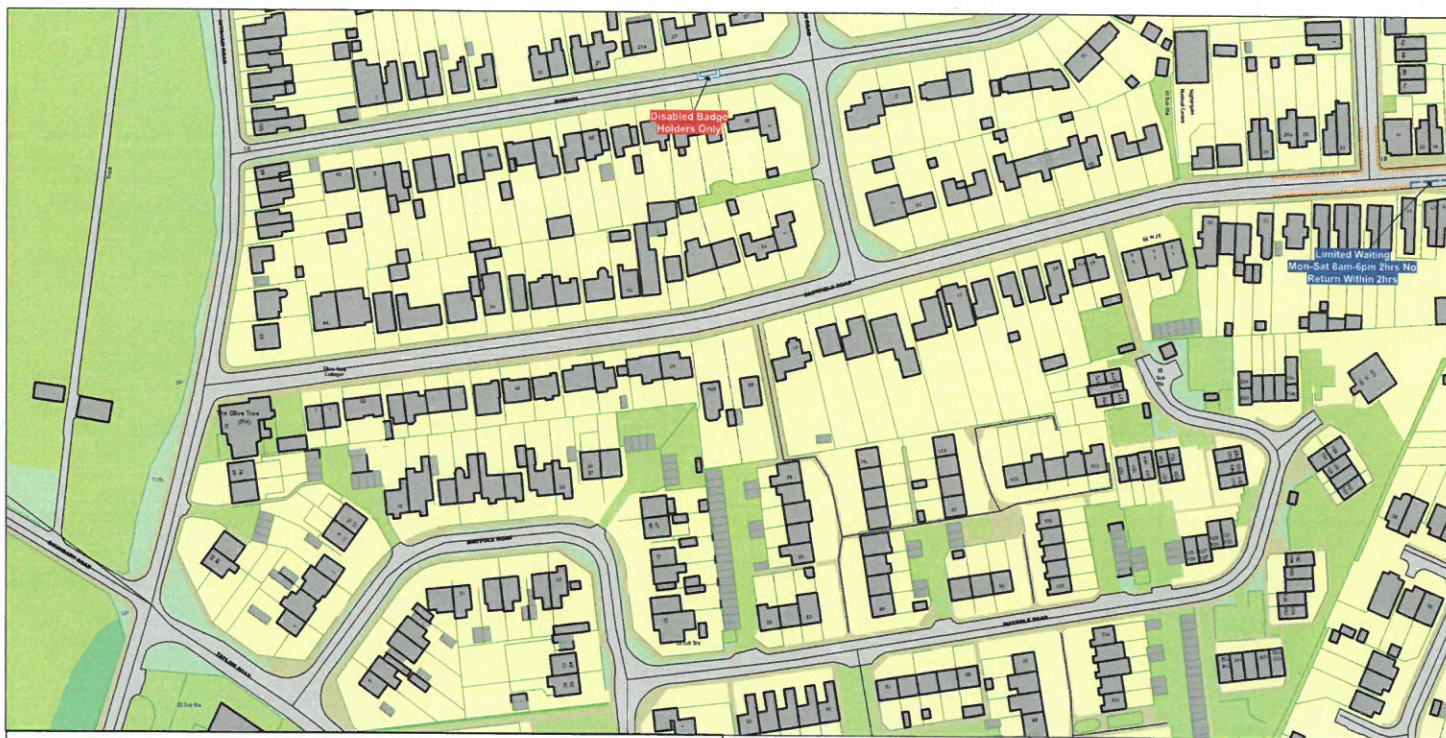
NOTES
1. DO NOT SCALE FROM THIS DRAWING.
2. ALL DIMENSIONS ARE IN METER OTHERWISE STATED.
3. THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION.

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION					
In addition to the hazard/risk normally associated with the type of work detailed on this drawing, note the following significant residual risks (reference shall also be made to the design brief/contract).					
Construction					
Operation					
Maintenance / Cleaning					
Use					
Decommissioning / Demolition					
Other					
CD1	TH	SS	CC	15/06/25	
Rev	Drawn / Des	Checked	Approved	Date	
Description					
AUTHORISED & ACCEPTED					A1
Walton Street Office Walton Street Aylesbury Buckinghamshire HP20 1SA GB www.atkinspwells.com Copyright © AtkinsPwells Limited (2025)					
Kevin Good Senior Director Highways & Technical Services					
Project Title County-Wide Disabled and Parking Restriction 2024					
Drawing Title CONSULTATION PLAN HANBURY CLOSE BURNHAM (SHEET 2 OF 2)					
Rev	NTS	Project Date	Drawn	Checked	Authorised
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S229731		ATR	HGN		S229731
SS		SK - CH - 000002			C01

The Buckinghamshire Council (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) Order 2021



The Buckinghamshire Council (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) Order 2021



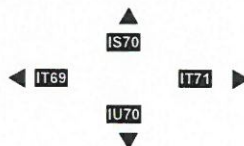
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at A3 size

NOTE: SEE STATIC MAP SCHEDULE LEGEND FOR RESTRICTIONS DISPLAYED



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Status: PROPOSED

Tile Reference: Tile Ref: IT70

Sheet Revision Number: 8

Sheet Active From: 31/05/2025

3rd July 2025

Dear Sir/Madam,

SLOUGH'S STATEMENT OF COMMUNITY INVOLVEMENT [SCI], DRAFT FOR CONSULTATION

Slough's first SCI was adopted in 2006. The SCI needs updating to meet the latest regulations, changes in national planning policy and guidance. The revised SCI, once adopted, will replace the current SCI. The SCI sets out how Slough Council will involve local communities, businesses and other stakeholders in the preparation and review of planning policy and the consideration of planning applications. It explains who will be consulted, when and how.



The consultation is open from **Friday 4th July 2025 to Friday 29th August 2025 (11:59pm)**.

The document can be found on the Council's website: [The new local plan for Slough – Slough Borough Council](#)

Hard copies of the document are available at the following locations: -

- at the Council Offices, Observatory House, 25 Windsor Road Slough, SL1 2EL during normal opening hours
- at the Council's libraries in Langley, Britwell, Cippenham and the Curve during normal opening hours.
- We strongly promote representations via the council's online consultation portal, <https://slough.citizenspace.com/planning-policy/statementofcommunityinvolvement> or scan the QR code to take you to the consultation portal.

Alternatively you can fill out response form which can be found on the Council's website [The new local plan for Slough – Slough Borough Council](#) and email it to

planningpolicy@slough.gov.uk or post to Planning Policy, Observatory House, 25 Windsor Road Slough, SL1 2EL.

Anonymous representations will not be accepted. Summaries of comments received during the course of the consultation will be made available for the public to view on the Council's website. Comments therefore cannot be treated as confidential. Personal details will be redacted prior to publishing. Data will be processed and held in accordance with the Data Protection Act 2018 (see privacy statement at the end of the email).

Please note, you are being consulted as we hold your details on our planning policy consultation database. If you no longer wish to be kept informed of the production of planning policy documents, please email planningpolicy@slough.gov.uk so we can update our records.

Equal Opportunities

If you need different formats or have accessibility requirements please contact us via email planningpolicy@slough.gov.uk, via post or in person at Council Offices Observatory House, 25 Windsor Road Slough, SL1 2EL during normal opening hours, call centre or on 07514 723179 so we can assist your participation.

Yours sincerely,

Slough Borough Council Planning Policy Team

Dear all,

This email contains several different bits of related information around the new Community Network Boards, including:

- I. the official email about the new boards from Bucks Council
- II. An email from Cllr Kelly about local priorities
- III. An email from our Board Manager to all the Clerk in our area (South East Bucks) regarding a preliminary discussion
- IV. My own notes from a discussion with our Board Manager (this took place some weeks ago but I wasn't allowed to share these notes until after the official announcement)

Apologies that this makes for a long email - but it is all connected.

The preliminary discussion of Clerks with the local Community Board Manager is on 22nd July, so I will put it on the agenda for Full Council on the 21st to discuss the Parish Council's views on the local priorities

Yours,

Adam

i. Email on behalf of Steve Bowles, Cabinet Member for Communities

Dear Town & Parish Councils

Many of you will be aware that a new community board model came into effect which has taken the boards from 16 to 8, with a budget of £250k across the 8 boards to support delivery of agreed priorities.

A briefing was held for the new Chairmen last week where details of the board operations for the new model were shared. The Community Board Managers and Chairmen are now meeting to agree their approach for delivering their board and establishing priorities; the Board Managers will be in touch with town and parish councils in due course.

Due to the larger areas the boards now cover the focus of the boards will be on community engagement to improve local place for communities by working with communities, partners

and internal Buckinghamshire Council services to understand local issues and establish priorities to help resolve or improve these.

Through 'Community Conversations' - regular conversations/meetings/ workshops/action groups Community Board Managers will have with Community Board Chairmen, ward members, town and parish councils, residents and other partners such as the VCSE and local community groups, the Board Managers will gather intelligence at a local level, listen to the voice of the local communities to help develop and inform the priorities for the ward area and into Board priorities.

The Board Managers have been gathering data and insight across the unitary wards to help inform discussions when they meet ward councillors and get their local intelligence and understand local concerns or issues and what may be needed to help address these. From these discussions they will create a list of priorities for each ward to discuss with the Chairmen, Board Managers and ward councillors to agree a top priority list for the year and the anticipated funding (or not) required to deliver these. The funding available to each Board will only be used to deliver these priorities and will be approved by the Board Chairmen and ward member who owns the priority. A list of agreed priorities will be shared with all Board members.

We will be exploring opportunities to deliver through joint working and galvanising partners, and sourcing external funds. We will continue to lever contributory funding were possible to make the community board funding go further.

Please note there is no external funding application process - the boards are not grant funders.

For organisations who would have traditionally looked to the boards for funding, Board Managers will be able to help direct them to funding/grant opportunities available at the time as the team keep a database of what is on offer.

Please find attached:

- details of Community Boards Chairmen
- a list of councillors and wards in each board
- a map showing the board areas with unitary councillor wards

Best wishes,

Steve Bowles

Cabinet Member for Communities

ii. Email from Cllr Paul Kelly regarding local priorities

Hi all,

as you are probably aware the community boards has changed a bit and we now need to look at your top three priorities for the ward.

for example, Burnham could be the new school or reducing crime.

the new Community Board is called South East Bucks and consists of 18 parishes. £33,000 of funding split between 18 parishes / 7 wards. So £1800 each or £4714 per ward!

the funding is be used to implement schemes rather fund them directly as no grants will included.

we need to agree what you would like before the 10th September.

Both kirstin and i think we should use the Burnham amount to fund getting the new school project off the ground which would include getting the offices out of Aylesbury and down to Burnham to present and run the data.

iii. Email from the South East Bucks Community Board Manager

Hi All,

I'm in the process of having community conversations to find out what you feel the priorities in the area should be.

I would appreciate if you could attend this chat, but I can catch up with you separately if you're not able to.

This isn't about setting final priorities just yet—it's about building a clear picture of what matters most locally before I go out and speak with the wider community. Once those conversations with residents and local groups have taken place, we'll come back together to reflect on everything we've heard and look at next steps.

To help prepare, here are a few prompts to consider:

- What's working well in your Parish/Ward? Are there any projects, services, or community efforts that are making a real difference and deserve recognition? Could any of these be scaled or adapted for other Parishes/Wards?
- Are there any projects or assets that could benefit from further development? Think about initiatives that have potential but may need more support, resources, or visibility to grow.
- Who are the key community connectors in your Parish/Ward? Are there individuals, groups, or organisations that play a vital role in bringing people together or driving local projects? These are often the people who can help us reach more voices and build momentum.
- What are the current needs in your Parish/Ward? Are there recurring themes or concerns that residents have raised with you? What are people asking for, and where do you see gaps?

Looking forward to seeing you,

Ani

Ani Sultan

Community Board Manager - South East Bucks Community Board

lv. ADK's notes from meeting with the Board Manager

- The new leader chooses the Community Board Chairs
- However the whole board, given its size, will likely meet only rarely - perhaps only annually for review and oversight.
- The boards are also moving away from a 'grant application model', and towards a 'joint project model' based on ward priorities.
- Once the arrangements are confirmed, Board managers will hold meetings with each set of Bucks Council ward councillors, and seek Parish input.

- These meetings will decide the ward priorities for board projects. This will explicitly **not** include Highways, which are no longer a board matter, but could be health and wellbeing, environment, young people etc
- Once priorities are set, projects will be measured against these - anyone looking to do a project therefore needs to speak to the board manager first, and will complete any board funding application. Other sources of funding will also be important at this stage, as the available budget is significantly less per capita than under the old board model.
- Once projects are approved they will be overseen by task and finish groups. There could be parish (or community) representatives on these T&F groups.
- We can appoint a representative to the Community Board as a whole, although in practice whole board meetings will be rare, open to others to attend, and unlikely to have much voting needed.

Hi Marie

Hope your well, you may recall that we are involved in the implementation of new parking restrictions around taplow station and surrounding roads, we have a temp order in place at the moment whilst the permanent one is being prepared

Part of the plan is to protect boundary road from becoming a parking option for those that can't park at the station

To resolve this we are looking at putting double yellow lines on both sides of boundary road with a few spaces left free for those that use the pit(with a time limit)

The side of boundary road where the allotments are comes under Burnham so we would like your support and agreement for the proposed yellow lines on that side, without these lines we are greatly concerned that parking from station users will create chaos along that road

Hope you agree and please let me know if you need any more information

Many thanks

Karen

Hi Adam

Just to clarify taplow PC have already agreed a business plan and layout for this project with county

We are not looking for any financial input from Burnham , just your support for the yellow lines along the Burnham side of boundary road

This project will be going to consultation shortly so it would be good to know Burnham PC are supporting us with this

Many thanks

Karen



Burnham Health Promotion Trust

First Floor, Burnham Park Hall
Windsor Lane, Burnham
Bucks, SL1 7HR

Tel: 01628 661441
Web: www.bhpt.org.uk
Email: info@bhpt.org.uk

Mr Adam Killea
Burnham Parish Clerk
Burnham Park Hall
Windsor Lane
Burnham
SL1 7HR

9th July 2025

Dear Adam

Further to your recent conversations with Lisa, I would like to offer a new proposal between Burnham Health Promotion Trust (BHPT) and Burnham Parish Council (BPC) that would not only see a great collaboration between our two associations but ultimately provide more and improved facilities for the local community.

As Burnham's "Wellbeing Trust", the BHPT vision is to improve the health and wellbeing of the people of Burnham and encourage self-care regardless of financial ability.

To this end BHPT helped to bring to fruition the current green gym in Burnham Park and facilitated other projects around the community that encouraged fitness and health & wellbeing.

Examples of other initiatives BHPT have delivered are:

Regeneration of St Peter's Park
Improvement of the Jennery Lane Toilets
Lent Rise & Dorney Scouts Fire Pits
Burnham Care & Share Foodbank
Mental Health Counselling Support Groups
Burnham Job Club

Plus, many more projects within local schools, community groups, the library and more.

Following a recent BHPT Trustees and Staff meeting, a proposal was agreed to offer BPC a monetary grant to enhance the facilities in Burnham Park.

Phase 1 of the project would be for the installation of the Trim Trail along the Windsor Road perimeter fence that was discussed prior to your holiday, a memorial bench to Dr Bev Daily on the same site. This project fits BHPT's criteria of Health & Wellbeing and would enhance the park by making it more appealing and offering something new to the local community.

This project would seek to encourage increased use of the current green gym & MUGA, and the library, all of which we feel could be better utilized.

BHPT understand that BPC will be upgrading the park by ways of lighting and new trees, so we actively welcome the opportunity to collaborate in the upgrade of a facility that could significantly improve the lives of many people.

Phase 2 could include the possible upgrade of the existing 1K path around the whole park.

Adam, following your informal chat with Lisa before your holiday, the initial amount discussed for a Trim Trail of £50,000 is not a 'set in stone' final figure. The eventual size of the donation will be dictated by a combination of factors and the eventual scope of the park enhancements.

BHPT cannot take on responsibility for either Health and Safety or maintenance and so these aspects of the project would have to be taken on by the BPC.

BHPT might consider including a payment towards these costs within the donation.

If you and BPC are interested in taking this proposal forward BHPT would welcome the opportunity to set up a joint steering group to see this project, come to fruition.

BHPT's only stipulation is that any grant awarded is spent solely within Burnham Park and that BHPT and BPC would clearly be a fully recognized party to the project in local news and publications.

BHPT look forward to hearing from you once the BPC has had an opportunity to discuss the offer.

Yours sincerely
On behalf of BHPT Trustees

Dr Simon Daily
Chair of BHPT Trustees.

Hello Adam

This is becoming a very regular occurrence.

2 problem areas:

1. Bottom of the High Street the No Entry signs are not clear. One is obscured by a hedge and the other sign has a second sign behind it which is greyed out - so I sort of get it, why people miss the No Entry signage.
2. The other problem area is that on Summers Road, people are 'whizzing by' up the no entry bit - potential accident. This one may be harder to resolve as it is clear on the No Entry bit but people are still doing.

But (1) - Transport for Bucks could definitely make that clearer please?

I have copied Paul B. In as he sees it also a fair bit, so he knows I have emailed you. Thanks.

Thank you very much.

Regards

Ekta.

Hi Ekta,

Thanks for this. I can absolutely see the frustration. As you note this is a Bucks matter; the options are therefore:

- I. If you would like to take it up as individual councillors you can either pass it either to direct Bucks Council, or to the Bucks Cllrs to follow up (the latter may be more effective?)
- II. If you would like the council to take it up and write formally then we can put in on an agenda

Please advise as to which path you would like to follow

Yours,

Adam

Hello Adam

I would like to take it up with the Parish Council please if possible.

Thank you.

Regards

Ekta.

Grant Application Form

1. Contact details

Name of organisation	Burnham & Slough Pride
Address of organisation	We don't have a set address. All meetings have been held at Old 5 Bells Public House
Organisations status	For example, Registered Charity / Not-for-profit but not registered charity / Other
Registered charity number (if applicable)	
VAT number if applicable	
Name of contact applying for the grant on behalf of organisation	Name of person making the application Ellis Brickley
Contacts role or relationship with organisation applying for the grant	Chairwoman
Contact's telephone number	07861411966
Contact's e-mail address	burnhamapride25@gmail.com

2. Timescale

Date of application	dd-mm-yyyy	14/07/2025
Date funding requested by	dd-mm-yyyy	21/07/2025
Estimated start date of activity	dd-mm-yyyy	13/09/2025
Estimated duration of activity	In days or months	1 day

3. Grant amount

Amount requested	£0000 £510 for door staff, and hall hire in kind
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4. Details of activity to be funded

Briefly describe the project / purpose for which you require a grant (i.e. the activity)
To hold the annual village Pride event at Burnham Park Hall.
How will the project or activities benefit the residents of Burnham? Please include estimates of the number of Burnham residents that will receive a direct benefit from the project or activities
It's run to support the LGBTQIA+ community in and around our village. We have over 100 performers and expect around 300 people to attend.
Will any assets be created after the grant has been spent? If so, who will own them, how long are any asset expected to last, and where will they be placed?
For example, if a piece of artwork is being created where will this be displayed and for how long
N/A

5. Activities costs and financial details

Please provide a full budget breakdown for the activity, including estimated costs and revenue. This must identify different sources of funds including using existing reserves, other grants applied for, and any loans
This can be in the format of a simple budget statement (see appendix to this policy).
We have £2000 income coming in from Creative Academy Slough, to cover the cost of performers and activities for on the day, and we are still applying for other funding. We'd like to request in kind the hire of both the main hall, and smaller hall for on the day, as well as cover for 3 door staff at £60 per hour for 8.5hours , £510.
Please provide a summary of the requesting organisation's financial position
This should include the most up to date financial statements available, including a Balance Sheet and (also known as an Income Statement)
We are heading to the bank in the next few weeks to set up a new account, as we're a newly formed not for profit group.
If more than 50% of the funding is being requested from Burnham Parish Council please explain why other funding sources are not available or applicable
The council will normally only provide up to 50% of any activity's costs. Please explain why an exception to this guidance is appropriate. Where participants will pay to participate this should be accounted for as an additional funding source.

Declaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge.

I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application.

I understand that Burnham Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: **Ellis Brickley** _____

Signature:  _____

Date: **14/07/2025** _____

Documents to send with your application

For all grant applications, please include the latest copy of annual accounts, including details of reserves held by the organisation.

Please also include with your application any supporting documents that you feel would assist the Council in assessing the application.

The Council may refuse an application if it believes it has insufficient information to make a decision.

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR
Telephone: 01628 661381
Email: clerk@burnhamparish.gov.uk

Appendix

Example simple budget for grant applications

The below example is for a fictitious community event or fete

	£ sub-totals	£ totals
Money in		
Funds from Grants		
From Burnham Parish Council	£150	
From other grants	£200	
From entrance fees or other sources		
Participant fee (£3 x 20 people)	£60	
From existing reserves		
	Total income	£410
Money out		
Set-up costs		
Insurance	£90	
Pitch rental	£60	
Event costs		
Materials	£100	
	Total Expenses	£250
Profit	(income minus expenses)	£160

Neighbourhood plan update

The Regulation 16 consultation (run by Buckinghamshire Council) closed on 10th July. I emailed the officer to ask about the next steps, and received this reply.

The next stage is for us to organise the examination; we need to find out examiner availability and then we will be in touch with possible examiners for you to approve before we appoint them. To give you a rough timeframe, it usually takes us around 3 months to get examinations up and running.

During this time, we will also compile all the representations we received during the consultation so that they can be sent to the examiner.

Bucks have to offer us a choice of 3 examiners and we can pick. Our consultants ONH have offered to give us advice about this choice, free of charge, based on their experience of other councils' process.

Clerk's Report – Annual Full Council, 21st July

It has been a very busy period since the last meeting, particularly due to the combination of the internal audit and AGAR, the Co-option Process, annual leave, and a number of particular issues references below. It has however been very pleasing that we now have a Full Parish Council for the four-year council term ahead.

My work since the last meeting has included:

- Taking appropriate steps, in conjunction with the police and others, in response to the arrival of caravans at Burnham Park (there is a separate item to update on this matter).
- Further work on the additional defibrillators in the village centre, including the new defibrillator at Jennery Lane toilets, the purchase of bleed kits for the remaining defibrillator cabinets in the village centre, and the organising of defib familiarisation training with Thames Valley Heartbeat. I have particularly appreciated Cllr Mummery's support with this project, including his securing funding for an additional bleed kit.
- The co-option and induction of the four new members of the Council, which was our first opportunity to try out the new co-option policy and process. The time and effort spent here will certainly be felt in the benefit of having additional enthusiastic, skilled and knowledgeable councillors.
- The internal audit and AGAR process, which is always a complex and involved process and for which I would particularly like to thank Rupī for her efforts.
- Further investigatory work, again alongside Rupī, as well as Sharon and Nikki, on the intended change to the Council's accounting software for 2026-27 onwards. It now seems likely that this will also require us to change our hall booking software to match the new accounts package.
- Work updating the various policies to be considered at this meeting, including the ICT policy to address the new requirements for next year's AGAR.
- Further work on Eco projects, including solar streetlighting – holding a very productive meeting with Cllr Carey and our lighting contractor to agree the specific steps to implement this project, as well as reviewing the project priorities with the Eco Group.
- Preparing for the formal consultation period on the Neighbourhood Plan, which ended on 10th July. Cllrs Hammon & Linton continue to contribute significantly to the Neighbourhood Plan process; and the recent government announcement that funds for Parish Councils to complete plans would be withdrawn emphasises that the Council made the right decision last year to secure funds and proceed with the process at all reasonable speed.
- Helping with the highly successful VE Day 80 event, for which I would particularly like to thank Sharon and her team along with the Royal British Legion and everyone else who contributed to this excellent event.
- Working with Sharon and others on various hall matters, in particular our ongoing challenges with the Heating, Ventilation and Air Conditioning (HVAC) System. We briefly had to put in place a contingency plan for home working at the upstairs offices reached unsafe temperatures, and the temporary fix to the system has made a significant difference to staff, councillor, and visitor welfare.
- Delivering various training sessions, including for Councillors on Planning, the Code of Conduct, and the Asset Walk (with particular thanks to Tim and Laiba for their help), and for staff on de-escalating with difficult people.
- Further work to advance the Padel Court project, particularly around the lease.

- Continuing negotiations to try to take over management of Lent Green Lane Pond from Buckinghamshire Council, including meeting with Cllr Caesar to discuss ways to move this forward with Bucks.
- Attending a meeting with Cllr Kelly and the S106 officer to discuss the use of funds for pedestrian and cyclist improvements on Stomp Road.
- A meeting with officers from the National Flood Forum to discuss matters of mutual interest.
- Further work on grounds matters, especially wildlife enhancements, follow-up to the tree survey, and improvements to street furniture.
- Meeting with our solicitors to discuss the potential land registration at the hall and issues arising from this.
- Working on the actions arising from the various end of year risk assessments, including on play areas, the GPMG Fire Risk Assessment, and the GPMG General Risk Assessment, along with the team.
- Various other grounds matters including follow-up from the tree survey, options for improvement to the GPMG Pavillion, wildlife enhancements, and improvements to street furniture.
- Organising the Council stalls at the Almost the Donkey Derby and Village Fete.
- Work to support the Littleworth Common 'Your Speed Is' sign.
- Work around the forthcoming use of the park, hall and High Street for filming.
- Work to update the ICT files in line with GDPR requirements and in preparation to moving to online storage.
- The Burnham Park Hall Strategic Plan public consultation.
- The excellent 'Theatre in the Park' event held on 19th June.
- Making contact with the new Burnham Library supervisor Julie Boyle, and arranging a meeting about areas of mutual interest; we hope to schedule a regular meeting going forward.
- Various complex staffing matters including national insurance, pensions, and other ongoing matters. We have now resolved the issue in terms of pensions contribution as reported to P&R on 22nd April. Underpayments have been made up under delegated authority within budget, and we are seeking restitution from the payroll company.
- A further complex matter on utilities contracts at the GPMG, which was reported to P&R on 1st July.
- Attending a very useful local govt finance conference with Rupi.
- Attended a meeting with Police, Cllrs, and representatives of Burnham Pride to discuss concerns about crime and safety.
- Attending training, alongside Sharon, on being a 'competent person' for Health and Safety matters, and alongside multiple members of staff on being a 'Fire Marshal'.

With respect to the final item, I have appointed Sharon Smith, Hall General Manager, to be an additional 'competent person' for Health and Safety. I retain overall responsible as Clerk; with Sharon having day to day responsibility at the hall; but this gives additional support and also means that there is a competent person available if I am absent (and if, for example, there was a Health and Safety Executive inspection)

The above are in addition to the usual work of supporting Staff, Councillors and Committees with their roles, and as ever I appreciate the support of Councillors and Staff with the above.

Adam Killeya, 14th July