

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 21st July 2026 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair)
Cllr Jackie Slater

Cllr Terry Gamble (Vice Chair)
Cllr Ekta Kaur Ross

Cllr Marie Hammon

Officers of the Council:

Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

Members of the public: None

PR2627/16 Apologies for Absence

Apologies for absence were received from Cllrs Foster, Pasha and Carey.

It was **NOTED** that no apologies were received from Cllrs Collins and Kelly.

PR2627/17 Declarations of Interest

Cllr Kaur Ross declared an interest in item 12b (minute PR2627/27) as a member of the Sing4You Choir, and left the meeting for that item.

PR2627/18 Public Forum

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

PR2627/19 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 16th June 2026.

PR2627/20 Finance

It was **RESOLVED**

- a) to accept and approve the end of month 2 accounts for all committees.
- b) that the P&R committee should continue to receive both formats of accounts for the time being, with other committees to receive the profit and loss accounts for their respective committees.

The Clerk stated that the end of 1st quarter accounts and budget monitoring report would be circulated by email when available, and that it was hoped to do this by the end of the following week.

The Clerk gave an update on a PAYE query with HMRC which may indicate a liability owed by the Council. They stated that they and the finance manager were working with HMRC to establish whether the liability was correct. They added that should the money be owed they were confident that it could be absorbed within the Council staffing budget for the year. The report was **NOTED**.

PR2627/21 Sustainability, ecology and climate emergency

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

PR2627/22 Council Strategy and Action Plan

The Clerk drew members attention to the most recent annotated version of the action plan. They noted that their Clerk's reports to Full Council also included progress on several plan items.

The Clerk advised that, ahead of the budget process for 2027-28, the committee should consider how they wished to approach a review of strategic plan review. They advised that council keep its four-year strategy broadly the same, but update the action plan for next year; and also confirm a plan for the expenditure of Community Infrastructure Levy funds.

It was **RESOLVED**

- i. To ask Full Council in July to give initial consideration to any major changes to the Council's strategic priorities.
- ii. To instruct the Clerk to bring an updated draft council strategy and action plan to the September meeting of the committee, for ratification at October Full Council, incorporating any updates from committees or Full Council.

PR2627/23 Committee priorities and budget for 2027-28

The current committee priorities under the Council Strategy and Action Plan, and the annotations on progress, were **NOTED**.

It was **RESOLVED** to reconsider the possibility of a conservation area update at the September meeting, mandating the Clerk to raise this possibility with Bucks Council.

The report on including a Community Projects Officer in the 2027-28 budget was **NOTED**. It was **RESOLVED**:

1. To include a Community Projects Officer budget line in the draft budget for 2027-28, to encompass:
 - a. The cost of a permanent part-time member of staff at a suitable grade, including on-costs.
 - b. A dedicated budget for the post-holder to use for projects working with their line manager.
2. To likewise incorporate the post into an updated Council Strategy and Action Plan.
3. To mandate the Clerk to further investigate the post, and continue to work on a job description and associated documents, with a view to such a post starting employment on 1st April 2027.

The Clerk reported that there had been a government report suggesting more focus on apprenticeships. They did not advise further action at this time because:

- i. Time is needed need to understand the priorities of the incoming administration.
- ii. Having discussed the matter with the Head Groundsman, it is not felt that engaging a further member of grounds staff was necessary or desirable at this time.

However, should a vacancy become available, then an apprenticeship should be considered as one of the options to fill that vacancy. The update was **NOTED**.

The Clerk sought a steer on various matters for the first draft budget for 2027-28. It was

RESOLVED to base the first draft budget on:

- a) An inflationary increase to the rent for the Council's property at 5, Lent Rise Lane.
- b) No changes to the employee pension scheme for this year; this matter to be reconsidered in full next year.
- c) No changes to the scheme of Councillor allowances and expenses, beyond incorporating the increase to mileage rates automatically adopted this year.
- d) To put any remaining funds from this year's village centre regeneration projects budget line into a Village Centre Regeneration Ear-Marked Fund, and to further top it up in the 2027-28 budget if the budget position permits.

PR2627/24 Working groups

The Clerk read out a written update from Cllr Sommer on behalf of the Village Centre Regeneration Working Group meeting, making reference to progress with the Burnham Business Association. The Committee stated that it hoped that going forward the working group would focus on agreeing its own positive village centre regeneration projects that the Council would lead.

The Clerk, Cllr Hammon and Cllr Linton reported on behalf of the Planning Strategy Working Group that the draft Buckinghamshire Local Plan had now been released and was on the Full Council agenda for 27th July.

The Clerk reported that the Sustainability, Ecology and Climate Emergency Working Group had met on 18th June and had been considering the annual review of the lists of actions as well as the biodiversity policy.

The reports were **NOTED**.

PR2627/25 Recommendations from other committees

The report and recommendations from the Recreation and Amenities Committee regarding the renovation of the toilets at the George Pitcher Memorial Ground pavilion were **NOTED**. The Clerk gave an update on the recommended contractor. It was **RECOMMENDED** to the Policy and Resources Committee, and Full Council:

1. To commission the refurbishment of the toilets at the George Pitcher Memorial Ground, using a combination of the GPMG Improvement Fund, and CIL in line with the budget in the report.
2. To further authorise the Clerk to loan up to £10,000 from General Reserves to the GPMG Improvement Fund as required to complete the project, these funds to be restored to the General Reserve from future income from the GPMG parking charges.
3. To select County Washrooms as the contractor
4. To delegate authority to the Clerk to implement this project within a total project budget of £40,000, including making any adjustments necessary in consultation with the Chair of the Recreation and Amenities Committee.

PR2627/26 Consultations and correspondence

The Council submissions to the following consultations were NOTED.

- a) Proposal to extend existing PSPOs at Burnham Beeches with minor modifications for a further three years.
- b) Consultation on the draft methodology for Slough's Housing and Economic Land Availability Assessment (HELAA).

It was **RESOLVED** to delegate authority to the Clerk in consultation with the Strategic Planning Working Group to respond to the Slough Local Plan Matters Consultation Document.

PR2627/27 Grant Award Scheme

It was **RESOLVED** to make grants of

- a) £225 in kind for room hire and £250 in cash towards catering to the Careers Springboard Job Club for an annual meet-up.
- b) £520 in kind to Sing4You to cover room hire and staging for a Charity Concert.

Cllr Kaur Ross left the meeting for the second item only.

PR2627/28 Staffing updates

The Clerk outlined the basis for the Council funding SLCC membership for the Deputy Clerk.

It was **RESOLVED**:

- a) To fund the Deputy Clerk's SLCC membership.
- b) To approve an appropriate vire up to £400 from the Office Training budget to the Office Subscriptions budget to cover this cost.

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 confidential staffing information;

The Clerk gave an update on staffing matters.

The meeting closed at 8.02pm

Date of next meeting: Tuesday 22nd September 2026 (1st budget meeting).