

Burnham Parish Council
Minutes of the meeting of the Parish Council

Minutes of the Meeting of the Parish Council held on 24th June 2024 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 David Pepler	Cllr Trevor Stewart	Cllr Terence Gamble
Cllr Alexa Collins	Cllr Judith Foster	Cllr Paul Bunce
Cllr Lindsey Chatralia	Cllr Pat Bird	

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

Members of other authorities: None.

Members of the public: None.

FC2425/01 Apologies for Absence

Apologies were received from Cllrs Kaur Ross, Mummery, Pasha and Slater.

FC2425/02 Declarations of interest

No declarations were received.

FC2425/03 Public Forum

There were no questions or statements from members of the public.

FC2425/04 Police Report

The written report was **NOTED**. The Chair expressed on behalf of the meeting that they would very much like to have a member of the Police present at the next meeting. The Council requested further details on shoplifting and the rise in anti-social behaviour, and expressed concerns about behaviour around Footpath 57. The Clerk stated that they would pass these views and questions on.

FC2425/05 Minutes

The Clerk explained that the minutes of an Extraordinary Meeting of the Staffing Sub Committee held on 22nd March had been mislabelled as minutes of an Extraordinary Meeting of the Council. As it was not known when the Sub Committee would next meet it was felt appropriate for Full Council to correct and approve these minutes.

It was **RESOLVED** to correct the meeting title and approve the minutes of the Extraordinary Meeting of the Staffing Sub Committee held on 22nd March 2024.

It was **RESOLVED** to approve the minutes of the Annual Council meeting held on 20th May 2024.

FC2425/06 Minutes of Parish Council Committees

The following draft minutes were **NOTED**

Burnham Park Management Committee – 21st May 2024
Planning Committee – 3rd June 2024
Recreation and Amenities Committee – 11th June 2024
Policy and Resources Committee – 18th June 2024

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FC2426/07 Finance

It was **RESOLVED** to accept and approve the list of payments for April 2024.

The Clerk and Finance Manager were asked to minute the total of the payments: this is £71,537.93.

It was **RESOLVED** to accept and approve the February, March, April and May 2024 bank reconciliations.

FC2425/08 Internal auditor's report

Thanks were given to the Finance Manager, Locum Clerk and Cllr Collins for their work on the audit and end of year accounts.

The Clerk summarised the report's recommendations, and reported that they and the Finance Manager were working through them for implementation as appropriate. Priorities going forward include developing a credit card usage policy which will be brought to committee, and the updating and expanding of the annual risk assessment which is already in progress. It was noted that the council did not meet the 'exercise of public rights' requirement last year, and the Clerk will ensure that this is done this year.

The Clerk drew members' attention to the statement regarding the level of general reserves "which is considerably lower than the recommended three to six months guide for a Council of this size."

It was **RESOLVED** to accept the report, with the Policy and Resources committee to respond to individual findings as appropriate.

FC2425/09 Annual Governance and Accountability Return 2024

It was **RESOLVED** to approve the Annual Governance Statement and the Accounting Statement, and these were signed.

FC2425/10 Grants

It was **RESOLVED** to defer the grant of request for the Slough and Windsor Railway, pending details of the event budget.

It was **RESOLVED** to make a grant of £1,000 to Red Trousers Day, under Section 137 of the Local Government Act 1972

FC2425/11 Reports from Working Groups

Neighbourhood Plan – the written report was received. It was **RESOLVED**

1. To approve the proposed way forward for the Neighbourhood Plan, using the services of ONH to support the ongoing work.
2. To delegate authority to the Clerk, in consultation with the Neighbourhood Plan working group, to seek locality funding and to incur expenditure from the Community Infrastructure Levy funds as are proportionate and necessary to complete the required work.

It was noted that alternative quotes had been sought when ONP were originally employed, and it was felt that they represented best value.

Burnham School – Cllr Linton updated the council on the most recent meeting, and reported that free school transport to Bourne End was being removed for some students for the next academic year. The verbal report was **NOTED**.

Climate Emergency – it was **RESOLVED** to reconstitute the group and rename it the Sustainability, Ecology and Climate Emergency Working Group, with the draft terms of reference amended to reflect this; and to appoint Cllrs Carey, Linton, Bunce and Gamble. The Clerk stated that they would convene a meeting in mid-July.

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FC2425/12 Recommendations from Committees

It was proposed as an amendment to the draft updated scheme of delegation to retain the Burnham New Secondary School Steering Group as a Working Group of the Council, but this was not seconded. It was **RESOLVED** that the Council continues to support the aims of the Burnham New Secondary School Steering Group. It was **RESOLVED** to adopt the updated scheme of delegation and terms of reference; subject to the changes agreed above regarding the name and remit of the Sustainability, Ecology and Climate Emergency Working Group.

It was **RESOLVED** to re-adopt the data retention policy.

It was **RESOLVED** to record that the council no longer fulfils the conditions for the General Power of Competence.

It was **RESOLVED** to re-advertise the Hall Manager post at SCP 24-28 (£33,024-£36,648); and invite shortlisted candidates to continue their applications without needing to reapply.

It was **RESOLVED** to approve the amended pitch fees for the George Pitcher Memorial Ground.

FC2425/13 Reports from Buckinghamshire Councillors

Councillors expressed disappointment that there was no report. The Chair expressed on behalf of the meeting that they would very much like to have a report and a member of Buckinghamshire Council present at the next meeting. The Clerk stated that they would pass these views on.

FC2425/14 Chairman's Report

The Chair, Cllr Hammon, reported that it had been a busy period since the Full Council meeting; and that highlights had included:

- The Burnham Beeches Rotary 'Almost The Donkey Derby' on Saturday 25th May.
- The 'Annual Parish Meeting' on Tuesday 28th May
- The 80th Anniversary of D Day on Thursday 6th June with the Burnham Royal British Legion; also attended by our oldest resident and World War II Veteran Dick Moon.
- The licensing of Rev Chris Hassell at St Mary's Church Hitcham on Wednesday 12th June.

The Chair also clarified that the plan for the Chocolate Shop was to be a community hub with the continuation of the shop and a possible facility for a Burnham Museum. It will not be a café or charity shop.

The Chair updated the Council on the Bucks Stories project; Burnham has been chosen as one of the locations, and the Council and Buckinghamshire Culture are working together on this project. She and the Clerk have met with Buckinghamshire Culture to discuss this.

The report was **NOTED**.

FC2425/15 Reports from Outside Bodies

There were no reports.

FC2425/16 Parish Council presence at Village Fete

Councillors Linton, Stewart, Collins, Carey and Pepler volunteered to help staff the Council's stall at the Village Fete on 13th July. The Assistant Clerk will arrange for the transport, assembly and dismantling of the stall.

It was **RESOLVED** that Councillors could also use the Council stall to hand out materials in connection with other organisations that are not party political or commercial, and are in line with the Council's values.

Signed: _____

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FC2425/17 Clerk's Report
The written report was **NOTED**.

The meeting closed at 2023
Date of the next meeting:
Monday 29th July 2024

Signed: _____

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