

Burnham Parish Council

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

Members of the Council present:

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

* Also a Buckinghamshire Councillor

Officers of the Council:

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

Public and others:

Three members of the public (part of meeting)

FC2627/01 Election of Chair

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

Cllr Pasha joined the meeting after this item.

FC2627/02 Election of Vice Chair

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

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

Cllr Kaur Ross joined the meeting during this item.

FC2627/03 Apologies for absence

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

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

FC2627/04 Declarations of interest

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

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

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FC2627/05 Public forum

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

FC2627/06 Correspondence

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

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

FC2627/07 Report from Buckinghamshire Councillors

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

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

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

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

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

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

Cllr Kelly left the meeting after this item.

FC2627/08 Police report

No police report was received.

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FC2627/09 Minutes

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

FC2627/10 Minutes of Parish Council committees

The following minutes were **NOTED**:

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

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

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

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

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

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

It was further **RESOLVED**:

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

FC2627/12 Internal Audit Report

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

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

FC2627/13 End of year accounts

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

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

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

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

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

FC2627/14 Annual Governance and Accountability Return 2025-2026

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

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

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

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

FC2627/15 Council meetings 2026-27.

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

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

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

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

FC2627/17 Other annual matters

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

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

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

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

FC2627/18 Finance

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

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

FC2627/19 Other matters recommended by committee.

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

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

FC2627/20 Grant Award Scheme

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

FC2627/21 Reports from working groups

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

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

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

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

FC2627/22 Chair's report

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

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

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

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

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

The report was **NOTED**.

FC2627/23 Outside bodies

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

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

The reports were **NOTED**.

FC2627/24 Clerk's report

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

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

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

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

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

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

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

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

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

FC2627/25 Annual Parish Meeting

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

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

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

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

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

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

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

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

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

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

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

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

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

Staffing Sub-Committee

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

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

Membership may change following election of Committee Chairs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

South Bucks Association of Local Councils

Cllr John Carey

Burnham Beeches Consultancy Group

Cllr Carol Linton

Burnham Patient Participation Group

Cllr Carol Linton

Burnham Care & Share CIO

Cllr John Carey

Taplow New Town Group

Cllr Marie Hammon

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

Cllr Jane Wallis