

Burnham Parish Council

Minutes of the Meeting of the Council held on 21st July 2025 at 7:00pm in Burnham Park Hall.

Members of the Council present:

Cllr Marie Hammon (Chair)	Cllr John Carey (Vice Chair)	Cllr Pat Bird
Cllr Graham Mummery	Cllr Jackie Slater	Cllr Judith Foster
Cllr Ekta Kaur Ross	Cllr Cole Caesar*	Cllr Carole Doel
Cllr Jo Sommer	Cllr Zoe Gardiner	Cllr Jane Wallis
Cllr Roxanna Pasha	Cllr Alexa Collins	

* Also present in his capacity as a Buckinghamshire Councillor.

Officers of the Council: Adam Killea (Parish Clerk)
Laiba Malik (Assistant Clerk)

Public and others: Lisa Pope, Burnham Health Promotion Trust (part of meeting)

FC2526/28 Apologies for absence

Apologies were received from Cllrs Linton, Gamble, Birdi and Bunce.

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

FC2526/29 Declarations of interest

Cllr Slater declared an interest in item 16, reports from outside bodies (Minute FC2526/44), as the branch secretary of Burnham Royal British Legion.

FC2526/30 Public forum

Lisa Pope, Burnham Health Promotion Trust, spoke to item 11c on correspondence from Burnham Health Promotion Trust regarding a proposal for a trim trail in Burnham Park. The Clerk reported the Head Groundsman's advice regarding materials and the Green Gym. Ms Pope agreed that durable materials were essential, and stated that renovations to the Green Gym could be considered in the future as a separate project. Other questions were raised around location, interactive elements, and signage.

The Chair moved item 11c up the agenda, to allow Ms Pope to remain for the discussion

FC2526/31 Correspondence - Burnham Health Promotion Trust

The correspondence from Burnham Health Promotion Trust, and presentation from Ms Pope above, regarding a proposal for a trim trail in Burnham Park. were **NOTED**. It was **RESOLVED**:

- To support the Trim Trail project in principle, subject to agreeing the details including location.
- To appoint the Clerk and Cllrs Mummery, Doel, Slater and Foster to a joint steering group with Burnham Health Promotion Trust to discuss the project in detail.
- To mandate the Clerk, in consultation with the joint steering group, to bring a full proposal back to Full Council.

Signed: _____

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Date: _____

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FC2526/32 Police report

The Chair reported that they had been informed by the police that going forward only quarterly police reports would be issued, due to resourcing. Therefore, the report submitted to this meeting was the same report as that sent out with the previous agenda. The police had stated that they would still address specific questions sent to them. The Chair expressed her displeasure at the further reduction in the level of police engagement.

The Clerk was asked to request a specific update on the issues in the high street, especially around the targeting of particular communities.

FC2526/33 Minutes

It was **RESOLVED** to approve the minutes of the following Council meetings:

- a) The Annual Council meeting held on 12th May 2025.
- b) The Full Council meeting (AGAR and Co-option only) held on 16th June 2025.

FC2526/34 Minutes of Parish Council committees

The following minutes were **NOTED**:

- a) Planning Committee – 19th May 2025
- b) Recreation and Amenities Committee – 17th June 2025 (draft)
- c) Planning Committee – 23rd June 2025
- d) Burnham Park Management Committee – 24th June 2025 (draft)
- e) Policy & Resources Committee – 1st July 2025 (draft)
- f) Planning Committee – 14th July 2025 (draft)

FC2526/35 Finance

It was **RESOLVED** to accept and approve the list of payments for April 2025, May 2025, and June 2025. The total of the payments for April 2025 was £44,417.84, for May 2025 was £77,813.57, and for June 2025 was £81,349.58.

It was **RESOLVED** to accept and approve the April 2025, May 2025 and June 2025 bank reconciliations.

The Clerk reported that the likely costs of the works required from the tree survey exceeded what was available in the relevant budget. They advised that since the maintenance of CCTV was now being met by Buckinghamshire Council, one solution would be to vire those funds to permit more necessary works to be undertaken. It was **RESOLVED** to vire the CCTV maintenance budget for 2025-26 of £7,000 to the outside spaces budget.

FC2526/36 Recommendations from committees

It was **RESOLVED** to approve the recommendation from the Recreation and Amenities Committee 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 – delegating authority to the Clerk to confirm the details, subject to:

- a) A one-off visit by a specialist company to include a full clean and inspection paid for Buckinghamshire Council prior to hand-over.
- b) Appropriate transfer paperwork, to be agreed by the Clerk, and signed by the Chair and/or Clerk as appropriate on behalf of the Council.

It was **RESOLVED** to approve the following updated or new policies recommended by the Policy and Resources Committee:

- a) Communications, Engagement and ICT Policy.
- b) Complaints Policy.
- c) Investments and Reserves Policy.
- d) Event Animal Welfare Policy.

FC2526/37 Appointments to committees, working groups and outside bodies

The Clerk drew members' attention to the updated proposed list of committee, sub-committee and working group membership based on new councillor preferences received, 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 circulated an updated proposed list of appointments to outside bodies. It was **RESOLVED** to make appointments to outside bodies as appended to these minutes.

It was **RESOLVED** to appoint an ad hoc working group to investigate options for village centre regeneration and report to the next meeting of the Policy & Resources Committee, consisting of Cllrs Sommer (Chair), Carey, Wallis, Caesar and Doel. It was **NOTED** that Parish Council staff would not have the capacity to clerk the ad hoc working group, and the group would not have the authority to make decisions, or commit to spending, on behalf of the Council. The Clerk clarified that it would be perfectly proper for the group to engage with traders and other stakeholders to gather information and views.

FC2526/38 Consultations

The Clerk reported that in response to a prior informal consultation from Buckinghamshire Council on proposals for two disabled bays in Burnham, the Council had resolved that it had no comments to make either way. The most recent communication was regarding the statutory consultation on these same bays. It was **RESOLVED** to support the proposals.

The Clerk advised that the Council submit a detailed response to the consultation from Slough Council on the draft statement of community involvement, since the Slough Local Plan could have significant impact on the parish. It was **RESOLVED** to delegate authority to the Clerk in consultation with Cllr Linton or another available volunteer to reply to this consultation.

FC2526/39 Correspondence

The correspondence regarding the Community Board's priorities for South East Buckinghamshire was **NOTED**. The Clerk added that they were meeting online with the Board Manager on the 22nd July, and there was a public listening session at Burnham Library on 23rd, both to consider the board area priorities. It was **RESOLVED** that the board area priorities should be firstly the reduction of crime in the village retail centre, secondly securing adult day care in the village and surrounding area, and thirdly road safety particularly around local schools.

The correspondence regarding yellow lines on Boundary Road was **NOTED**. It was confirmed that there would be no cost from the scheme to Burnham Parish Council. It was **RESOLVED** to support the scheme.

The Clerk reported that Buckinghamshire Council's Head of Parking had presented to the Clerk's forum on the morning of the meeting, and had clarified that:

- a) Parking enforcement issues should be initially reported via 'Fix My Street'.
- b) Parish Councils were welcome to open discussions regarding ANPR, but should note that whilst these cameras could be used to enforce 'no entry' signs they cannot be used to enforce double yellow lines.
- c) Councillors were welcome to go on a patrol with parking enforcement officers to observe and discuss local enforcement issues.

Cllr Caesar advised that he had invited Cllr Thomas Broome, Cabinet member for Highways to visit the area, and he was writing to him to outline the issues.

It was **RESOLVED**:

- a) To report the issue on Fix My Street both as a Council and individual councillors.
- b) To support Cllr Caesar's letter to Buckinghamshire Council raising highways issues.

The Clerk asked any councillors interested in the offer to go on patrol with a parking enforcement officer to email them.

FC2526/40 Grant Award Scheme

The Clerk updated the meeting on the requested costs for the grant to Burnham Pride; which are £720 in kind for the hire of Dropmore Hall, and either £510 or £720 cash cost for security depending on the number of hours staffed.

It was **RESOLVED** to grant Burnham Pride £720 in kind for the hire of Dropmore Hall, and up to £720 on cash costs for security, subject to the security plan being risk assessed and agreed with the Clerk, Hall Manager, event organisers and police.

FC2526/41 Reports from working groups

The written update on the Neighbourhood Plan next steps was **NOTED**.

Cllr Carey gave a verbal update on behalf of the Sustainability, Ecology and Climate Emergency Working Group, which was **NOTED**.

FC2526/42 Reports from Buckinghamshire Councillors

Cllr Caesar reported on the following points.

- Many councillors and the MP had attended a cross-party event in support of the short-break centres.
- The 'Go Fund Me' being run by the May's Chocolate House Community Interest Company.
- Buckinghamshire Council had elected a new cabinet
- Buckinghamshire Council had passed motions on improving sewage in the area and campaigning to make local government funding fairer.
- The new National Planning and Policy Framework, and his concerns around the impact on planning locally.

The report was **NOTED**.

Signed: _____

W. G. E. H.

Date: _____

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FC2526/43 Chair's report

Cllr Hammon stated her delight that the Parish Council now had a full set of councillors, and noted that following the retirement of Cllr David Peplar she is now the 'Mother of the Council'. She further reported that since the last meeting she had attended photographs to celebrate the installation of new defibrillators in Burnham, donated by Thames Valley Heartbeat, and the Almost The Donkey Derby which she had been delighted to open.

Cllr Hammon expressed concern around the lack of engagement from Buckinghamshire Council on licensing and how this had affected a recent application. She stated that an official complaint around the process had been submitted. She further reported concerns around a forthcoming planning application which would impact on an important historic air raid shelter.

Cllr Hammon further reported on continuing work on May's Chocolate House, and the excellent Burnham Village Fete for which she noted her thanks to the organising committee.

The report was **NOTED**.

FC2526/44 Reports from outside bodies

Cllr Slater invited all Councillors to attend the two minutes silence at the war memorial at noon on Friday August 15th to commemorate VJ day, and asked for details of any World War 2 veterans known to Councillors. The report was **NOTED**.

FC2526/45 Clerk's report

The Clerk's written report and verbal update were **NOTED**.

It was **NOTED** that the Clerk had appointed Sharon Smith, Hall General Manager, as an additional 'competent person' for Health and Safety.

It was **NOTED** that the situation regarding the community at Burnham Park had now been resolved. The Chair expressed the meeting's thanks to the Clerk and other staff for their swift action on this matter.

The meeting closed at 20:40

Date of next meeting: Monday 29th September.

Signed: W. C. Hu.

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Burnham Parish Council
Committee, Sub Committee and Working Group Membership 2025/2026

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

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		

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

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

- 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

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

Ad-hoc working group on village centre regeneration

- 1) Cllr Jo Sommer (Chair)
- 2) Cllr John Carey
- 3) Cllr Cole Caesar
- 4) Cllr Carole Doel
- 5) Cllr Jane Wallis

Joint steering group with Burnham Health Promotion Trust on a Trim Trail

- 1) Cllr Graham Mummery
- 2) Cllr Judith Foster
- 3) Cllr Jackie Slater
- 4) Cllr Carole Doel
- 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 liaison

Cllr Jane Wallis

Signed: _____

W. E. Ham

Date: _____

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