

**Council Offices:**

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

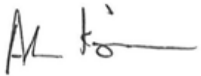
Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025

3<sup>rd</sup> December 2024

To all members of the Council

You are hereby summoned to attend a **Meeting of the Parish Council** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **Monday 9<sup>th</sup> December 2024 at 7:00pm.**

Apologies for absence should be sent to the Clerk at the above address.



Adam Killea  
Clerk to the Council  
clerk@burnhamparish.gov.uk

**MEETING OF THE PARISH COUNCIL**  
**9<sup>th</sup> December 2024 7:00pm**



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**AGENDA**

**1. Apologies**

To accept apologies for absence.

**2. Declarations of interest**

- a) To note any declaration of interest made by Members in connection with an agenda item; members to specify the nature of the interest.
- b) To receive any written requests for dispensations for disclosable pecuniary interests.
- c) To grant any requests for dispensation as appropriate.

**3. Public forum**

The opportunity for members of the public to address the Parish Council.

**4. Police report**

To receive an update from the Thames Valley Police on issues affecting the local area.

**5. Minutes**

To approve the minutes of:

- a) The extraordinary Council meeting held on 29<sup>th</sup> July 2024.
- b) The Council meeting held on 21<sup>st</sup> October 2024.

**6. Minutes of Parish Council committees**

To note the minutes of:

- a) Recreation and Amenities Committee – 22<sup>nd</sup> October 2024 (draft)
- b) Planning Committee – 4<sup>th</sup> November 2024
- c) Burnham Park Management Committee – 12<sup>th</sup> November 2024 (draft)
- d) Policy & Resources Committee – 19<sup>th</sup> November 2024 (draft).
- e) Planning Committee – 25<sup>th</sup> November 2024.
- f) Recreation and Amenities Committee – 26<sup>th</sup> November 2024 (draft)

**7. Finance**

- a) To review and accept payments for October 2024.
- b) To review and accept the October 2024 bank reconciliations.
- c) To note the updated bank reconciliation process, in line with Financial Regulations, and to appoint a councillor to carry out this process.

**8. Budget 2025-26**

- a) To consider a Recommendation from the Policy and Resources Committee to increase Employer Pensions Contributions from 3% to 6% from 1<sup>st</sup> April 2025.
- b) To consider a Recommendation from the Recreation and Amenities Committee to add a budget line to the 2025-26 budget for bunting.
- c) To consider the draft budget reviewed by all committees and recommended by the Policy and Resources Committee for 2025-26, and to resolve the budget and precept subject to receiving the revised council tax base.

**9. Casual vacancy**

To note that a casual vacancy has arisen on the Council, and to consider:

- a) whether to co-opt to fill the vacancy;
- b) whether to fill the subsequent vacancy on the Burnham Park Management Committee

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**10. Recommendations from committees**

- a) Recommendations from the Policy and Resources Committee to update Council Policies:
  - i. The consolidated GDPR, data, privacy and CCTV policy, noting the updated data audit.
  - ii. The updated Freedom of information policy and scheme of publication; including to note an additional recommendation from the internal auditor, in line with ICO regulations, to publish all non-confidential reports to Council meetings.
  - iii. The updated Risk assessment policy and risk register for 2024-25.
- b) Recommendations from the Policy and Resources Committee to:
  - i. approve funding of up to £2,000 from the High Street Land Securities Improvement Fund to fund up to three defibrillator cases, provided that charity funding is approved for the defibrillators;
  - ii. delegate authority to the Clerk in consultation with Cllr Mummery to finalise the location of the devices, and seek appropriate permissions, in lines with the priorities outlined in the report.
- c) Recommendations from the Burnham Park Management Committee and Policy & Resources Committee:
  - i. that the Council consider how best to reach a legal agreement with both Burnham Care and Share and Burnham Health Promotion Trust to amend the BHPT lease and transfer some of the rights their-in, having sought legal advice and quotes;
  - ii. that in the meantime Burnham Care and Share be permitted to continue to operate, using the rights previously granted to Burnham Health Promotion Trust, for up to three months before further review; provided that Burnham Health Promotion Trust continue to accept full responsibility for ensuring that all obligations relating to these rights are met.
- d) Recommendations from the Recreation and Amenities Committee to update Council Policies:
  - i. The Dog Control Policy.
  - ii. The Park Hire policy.
- e) Recommendation from the Recreation and Amenities Committee to spend up to £600 to buy and install a water fountain and any associated items at the GPMG Pavilion, from the GPMG site improvement fund.

**11. Reports from working groups**

- a) Neighbourhood Plan Steering Group
  - i. to receive a verbal update.
  - ii. To consider delegating authority to the Clerk, in consultation with Neighbourhood Plan Steering Group, authority to take all necessary steps to continuing the Neighbourhood Plan process, reporting back to the Full Council.
  - iii. to note that a consultation has been received from Windsor and Maidenhead Borough Council regarding the draft Ascot Placemaking Supplementary Planning Document (SPD); and to consider whether to make a response.
- b) Sustainability, Ecology and Climate Emergency Working Group: to receive a verbal update.

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**12. Footpath 57**

To consider applying for a grant from the Community Network Board, and to consider making up to £500 available in match funding from the Capital Projects Fund.

**13. Consultations**

To consider the council's position on the government consultation on remote meetings and proxy voting at council meetings; and to consider delegating authority to make a response.

**14. Reports from Buckinghamshire Councillors**

To receive a report from members of Buckinghamshire Council.

**15. Chair's report**

To receive a verbal report from the Council Chair.

**16. Reports from outside bodies**

To receive verbal and written reports from Councillors on outside bodies on which they represent the Parish Council, on matters relevant to the Parish Council.

**17. Clerk's report**

- a) To receive the Clerk's written report.
- b) To note the summary of costs for the settlement of a legal claim.
- c) To note that the Clerk has completed their annual appraisal, six-month probation review, and Certificate of Local Council Administration (CiCLA), and consider the completion of their probationary period.
- d) To receive a confidential update on staffing matters.

The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

**Date of next meeting: Monday 27<sup>th</sup> January 2025 (budget and precept adjustment)**