

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 19th November 2024 at
6:30pm in Burnham Park Hall.

Committee members present:

Cllr Alexa Collins (Chair)	Cllr Ekta Kaur Ross (Vice Chair)	Cllr John Carey
Cllr Carol Linton	Cllr Judith Foster	Cllr Jackie Slater
Cllr Graham Mummery	Cllr David Peplar	

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

Members of the public: 0

PR2425/42 Apologies for Absence

Apologies were received from Cllrs Hammon and Stewart, and Cllr Gamble (reserve member).

PR2425/43 Declarations of Interest

Cllr Carey declared a non-pecuniary interest in agenda item 13 Correspondence – Burnham Care and Share (minute PR2425/54) as a member of St Peter’s Church and of the Care and Share Steering Committee.

Cllrs Slater and Foster declared non-pecuniary interests in agenda item 15 - Leases (minute PR2425/56) as members of the Bowls Club.

The Clerk noted for transparency with respect to item 15 - Leases (minute PR2425/56) that they were a member of the Tennis Club; and with respect item 14 - Staffing and Appraisals (minute PR2425/56) that their own salary was affected.

PR2425/44 Public Forum

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

PR2425/45 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 24th September 2024.

PR2425/46 Budget 2025-26

It was **RESOLVED** to approve the accounts and budget monitoring report for all committees for the second quarter of 2024-25.

It was **RECOMMENDED** to Full Council increase the Employer Contribution to the Scottish Widows pensions scheme from 3% to 6% for pensionable staff from the financial year 2025-26; and to make provision in the budget and precept for this.

The latest draft budget for the committee for 2025-26 was **RECOMMENDED** to Full Council, subject to

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Date:

11/2/25

- a. the inclusion of costings for increasing the employer pensions contribution;
- b. increasing the general reserves top up from £20,000 to £30,000;
- c. adding a budget line of £500 for War Memorial Maintenance;
- d. other appropriate necessary changes to be detailed by the Clerk before Full Council.

PR2425/47 Policies

It was **RECOMMENDED** to Full Council to adopt the following updated policies:

- a. The consolidated GDPR, data, privacy and CCTV policy; and updated data audit.
- b. The updated Freedom of information policy and scheme of publication.
- c. The updated Risk Assessment policy and risk register for 2024-25.

PR2425/48 Defibrillators

The written and verbal reports were **NOTED**.

It was **RECOMMENDED** to Full Council to

- a. 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;
- b. 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.

PR2425/49 Legislation in progress - Employment Rights Bill

The briefing note was **NOTED**.

PR2425/50 Car parking

It was **RESOLVED** to refer this item to the Burnham Park Management Committee, with consideration to the free days being requested for 2025 as the four Saturdays immediately preceding Christmas.

PR2425/51 Road Traffic Orders

The written report was **NOTED**.

It was **RESOLVED** to defer further consideration of Road Traffic Orders until the next council year.

It was **RESOLVED** to write to Bucks Council stating that the Council has no comment on the disabled bays at 28 Byways, and 21 Hanbury Close.

PR2425/52 Consultations

It was **NOTED** that the council has submitted responses to consultations on:

- a. Buckinghamshire Fire and Rescue Service: Community Risk Management Plan (CMRP) 2025-2030.
- b. Buckinghamshire Taxi policy.
- c. Buckinghamshire Council Adult Social Care Day and Overnight Respite (consultation response ANON-YGN1-2JT8-7)

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It was **RESOLVED** to delegate to the Clerk in consultation with Councillor Linton to make a response to the consultation from Buckinghamshire Council on the all-age carers strategy.

PR2425/53 Community Infrastructure Levy

The CIL report for 2023/24 was **NOTED**. It was further **NOTED** that

- a. the council has received £14,443.98 in CIL payments in connection with developments at Wethered Drive;
- b. a sum received and incorrectly ascribed to CIL funds, concerning the sale of a Tractor, had now been now moved to General Reserves, which will be recorded in the CIL report for 2024/25.

PR2425/54 Correspondence – Burnham Care and Share

It was **RECOMMENDED** to Full Council

- a. that they 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 therein, having sought legal advice and quotes.
- b. 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 three months pending further review; provided that Burnham Health Promotion Trust continue to accept full responsibility for ensuring that all obligations relating to these rights are met.

PR2425/55 Staffing and appraisals

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 two items included sensitive information around staffing matters and commercial matters respectively.

The Finance Manager left the meeting.

The verbal update on staffing, including a summary of annual appraisals, was **NOTED**.

The written report on staff remuneration for 2025-26 was **NOTED**, and it was **RESOLVED** to accept the recommendations in the confidential written report.

PR2425/56 Leases

The list of current council leases was **NOTED** and it was **RESOLVED** to:

- a. make no changes with respect to the rent for the Bowls Club, Tennis Club, and Learn2Dance;
- b. give the Clerk guidance and delegated authority with respect to the renegotiation of the lease on 5, Lent Green Lane.

The meeting closed at 2031

Date of next meeting: Tuesday 11th February 2025.

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11/2/25