

**Burnham Parish Council**  
**Minutes of the meeting of the Annual Meeting of the Parish Council**

Minutes of the Annual Meeting of the Parish Council held on 20<sup>th</sup> May 2024 at 7:00pm in Burnham Park Hall.

**Members of the Council present:**

Cllr Marie Hammon (Chair)	Cllr Carol Linton	Cllr David Pepler
Cllr Ekta Kaur Ross	Cllr Trevor Stewart	Cllr Jackie Slater
Cllr Akash Bagga	Cllr Graham Mummery	
Cllr Alexa Collins	Cllr Judith Foster	Cllr Paul Bunce,
Cllr John Carey,	Cllr Lindsey Chatralia	Cllr Pat Bird
Cllr Terence Gamble	Cllr Rukhsana Pasha	

**In attendance:**

Officers of the Council: Steve Milton (Locum Clerk)  
Laiba Malik (Assistant Clerk)

Members of other authorities: None.

Members of the public: One.

Members of the press: None

**FC2/001 Election of the Chairman of the Parish Council**

The Council elected Cllr Marie Hammon as Parish Council Chairman for the municipal year 2024-2025. The acceptance of office was signed.

**FC23/002 Election of the Vice-Chairman of the Parish Council**

The Council elected Cllr John Carey as Parish Council Vice-Chairman for the municipal year 2024-2045. The acceptance of office was signed.

**FC23/003 Apologies**

Apologies were received from Cllr Paul Kelly and the reasons provided were accepted.

**FC23/004 Declarations of interest**

Cllr Jackie Slater declared an interest regarding the grant application for Burnham Community Association and agreed to leave the meeting when the item was discussed.

**FC23/005 Public Forum**

There were no questions or statements

**FC23/006 Minutes**

The Council **RESOLVED** to approve the minutes of the Council meeting held on 11<sup>th</sup> March 2024.

**FC23/007 Minutes of Parish Council Committees**

The Council **RESOLVED** to note the minutes of:

Burnham Park Management Committee – 9th April 2024 (draft). Cllr Collins thanked LGRC Locum Hall Manager Bruce for his work to stabilise the hall finances and provide interim management services while a new Operations Manager was recruited.

Policy and Resources Committee – 23rd April 2024 (draft)

Recreation and Amenities Committee - 26th March 2024 (draft)

Planning Committee – 4th March 2024, 25th March 2024, 15th April 2024 & 13th May 2024 (draft)

Cllr Foster raised the poor response received to planning enforcement matters in the parish. She pointed to several cases where the response from Buckinghamshire Council had failed to take the

Signed: \_\_\_\_\_

Date: 29-6-24

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**FC23/009 Committee/Outside Body Membership**

The Council **RESOLVED** to approve the proposed membership of the Council Committees.  
The Council **RESOLVED** to accept the terms of reference for the committees and working groups.

The Council **RESOLVED** to approve the membership of outside bodies, which are appended to these minutes.

**FC23/010 Policies & Procedures**

The Council **RESOLVED** to adopt the Councils Standing Orders and Financial Regulations.

The Council **RESOLVED** to approve the risk management document

The Council **RESOLVED** to note the updated asset register – Cllr David Pepler suggested that the Dropmore Estate land was no longer owned by the Parish Council, the office to investigate.

**FC23/011 Working Groups**

Neighbourhood Plan – A verbal report was received and noted by Members.

New School – A verbal report was received and noted by Members.

Climate Emergency – A verbal report was received and noted by Members.

**FC23/012 Reports from Buckinghamshire Councillors**

No report was received.

**FC23/013 Grant Application**

Cllr Jackie Slater left the meeting whilst the item was discussed

The Council **RESOLVED** to approve the grant application from Burnham Community Association for £500.

Councillor Jackie Sater rejoined the meeting.

**FC23/014 Chairman's Report**

Cllr Marie Hammon took the opportunity to thank everyone for their support and hard work over the past year, and welcomed our newly co-opted Councillor Rukhsana Pasha who joined us last March. She also thanked our Locum Clerks, Karen Crowhurst and Steve Milton, for their excellent work in supporting us since the New Year when our former Clerk had moved on.

It was stated that all councillors that attended thoroughly enjoyed and benefitted from Steve Milton's recent Councillor training session which was found to be very illuminating and informative.

Cllr Hammon explained that since our last Full Parish Council Meeting, she and Cllr Carol Linton, were invited to a special 'Employee Appreciation Lunch' held on the 3rd April for all the staff. Laiba ensured there was a gorgeous spread, it was a wonderful opportunity to meet all the staff of Burnham Parish Council and Burnham Park Hall. Cllr Hammon delivered a speech which was posted on Facebook and was very positively received.

The Chairman's Fund was shared between three community groups; The Burnham Heritage and District Society, Burnham Bowl's Club and Burnham Tennis Association. It was also used to fund our wonderful send-off party for Louise Hayday and partly fund the Thank You Lunch for staff.

It was reported that she was still pursuing issues regarding L&Q Housing Association; and we are waiting for any development on a new Community Hub at 'The Chocolate Shop'.

Finally, Cllr Marie Hammon reminded the Councillors of the 80th Anniversary 'D' Day Commemorations on Thursday the 6th June. It will take place at 11am at the Burnham War Memorial for the laying of the wreath and the two minutes' silence; and at 9pm the lighting of the Beacon and my delivering 'The National Tribute' simultaneously with all the Mayors and Chairs of the country.

**FC23/015 Appointment of Parish Clerk and Responsible Financial Officer**

It was unanimously **resolved** to appoint Adam Killeya as Clerk/Responsible Finance Officer to Burnham Parish Council, commencing 1<sup>st</sup> June 2024 as stated in the contract, job description and job offer which has been accepted.

**The meeting closed at 8.30pm**

**Date of the next meeting: Monday 24<sup>th</sup> June 2024**

Signed: \_\_\_\_\_

Date: 24-6-24

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## APPENDIX 1

Burnham Parish Council  
Committee Membership 2024/2025  
Date: 20th May 2024

Chairman of the Council: Marie Hammon

Vice-Chairman of the Council: John Carey

The Chairman and Vice-Chairman are ex-officio members for all Committees and have full voting rights.

Burnham Park Management Committee (Minimum 6, Max 8 + Ex-officios, Quorum 4)

Chair of the Committee – Trevor Stewart

Vice-Chair of the Committee – Alexa Collins

- |                  |                   |
|------------------|-------------------|
| 1) Marie Hammon  | 5) John Carey     |
| 2) Carol Linton  | 6) Graham Mummery |
| 3) Pat Bird      | 7) Akash Bagga    |
| 4) Jackie Slater | 8) Terry Gamble   |

Policy and Resources Committee (Minimum 6, Max 8 + Ex-officios, Quorum 4)

Chair of the Committee – Alexa Collins

Vice-Chair of the Committee – Ekta Kaur Ross

- |                  |                   |
|------------------|-------------------|
| 1) Carol Linton  | 5) David Pepler   |
| 2) John Carey    | 6) Judith Foster  |
| 3) Jackie Slater | 7) Akash Bagga    |
| 4) Marie Hammon  | 8) Trevor Stewart |
- Reserve –Terry Gamble

Recreation and Amenities Committee (Minimum 6, Max 8 + Ex-officios, Quorum 4)

Chair of the Committee – Ekta Kaur Ross

Vice-Chair of the Committee - Paul Bunce

- |                 |                      |
|-----------------|----------------------|
| 1) Marie Hammon | 5) Carol Linton      |
| 2) Terry Gamble | 6) Judith Foster     |
| 3) Pat Bird     | 7) Graham Mummery    |
| 4) John Carey   | 8) Lindsey Chatralia |

Planning Committee (Maximum 8, Quorum 3)

Chair of the Committee – Marie Hammon

Vice-Chair of the Committee– John Carey

- |                   |    |
|-------------------|----|
| 1) Rukhsana Pasha | 5) |
| 2) Carol Linton   | 6) |
| 3) Pat Bird       | 7) |
| 4) David Pepler   | 8) |

Signed: \_\_\_\_\_

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