

## **BURNHAM PARISH COUNCIL**

Minutes of the Policy & Resources Committee held on 11<sup>th</sup> February 2025 at 6:30pm  
in Burnham Park Hall.

### **Committee members present:**

Cllr Alexa Collins (Chair)	Cllr Ekta Kaur Ross (Vice Chair, part of meeting)
Cllr Carol Linton	Cllr Jackie Slater
Cllr Graham Mummery	Cllr Terry Gamble (reserve member)
Cllr Judith Foster (part of meeting)	Cllr David Pepler (part of meeting)
Cllr Marie Hammon (part of meeting)	

### **In attendance:**

Cllr Paul Bunce

### **Officers of the Council:**

Adam Killeya (Parish Clerk)  
Rupinder Gaidhu (Finance Manager)

### **Members of other authorities:**

Cllr David Moore, Bucks Council

### **Members of the public:**

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### **PR2425/57 Apologies for Absence**

Apologies were received from Cllrs Carey and Stewart.

Apologies for late arrival were received from Cllrs Kaur Ross, Foster, Hammon and Pepler.

### **PR2425/58 Declarations of Interest**

Cllr Mummery declared a pecuniary interest in agenda item 14b Staff Wages (minute PR2425/70), as his partner is an employee of the council, and left the meeting for this item.

Cllr Bunce declared an interest in agenda items 16 CCTV and ANPR (minute PR2425/72), as a trader in the High Street.

Cllr Kaur Ross joined the meeting during this item.

### **PR2425/59 Public Forum**

Members of the public and Cllr Moore spoke to item 10 Littleworth Common (minute PR2425/60), and addressed a number of points around their request. It was confirmed that the request was for an amended site; that the intention was to have a solar powered unit; and that Buckinghamshire Highways would need to give permission.

Cllrs Foster, Pepler and Hammon joined the meeting during this item.

The Chair brought forward item 10 Littleworth Common, to allow it to be taken whilst members of the public were present.

### **PR2425/60 Littleworth Common**

The letter from Cllr David Moore, Buckinghamshire Council, referring to the request from

residents of Littleworth Common for a 'Your Speed Is' Camera was **NOTED**.

It was **RESOLVED**

- a) to support the project for a 'Your Speed Is' camera at Littleworth Common;
- b) to write to Buckinghamshire Council requesting details of the process and costs.

and **RECOMMENDED** to Full Council that Burnham Parish Council take on responsibility for the sign after installation.

#### **PR2425/61 Minutes**

It was **RESOLVED** to approve the minutes of the committee meeting of 19<sup>th</sup> November 2024.

#### **PR2425/62 Budget 2025-26**

It was **RESOLVED** to approve the accounts and budget monitoring report for the committee for the third quarter of 2024-25.

The preliminary report of moving to new accounting software was **NOTED**. There was discussion of what councillors would like to see from the new system, including around how it operates with reserves, and with AGAR and associated reports. It was confirmed that the RFO, working with the Finance Manager, has delegated authority to select a new Accounting Software system, with a target live start date of 1<sup>st</sup> April 2026, provided the costs fall within the limits in the council's financial regulations.

The report on the recommendations from the interim internal audit carried out on 24<sup>th</sup> November 2024, and action taken, was **NOTED** and it was **RESOLVED** to approve the actions recommended and taken.

#### **PR2425/63 Policies Sustainability, ecology and climate emergency**

The updated list of actions was **NOTED**.

#### **PR2425/64 Policies**

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

- a) The updated Diversity, Equity and Inclusion Policy.
- b) The updated Training Policy.

#### **PR2425/65 Burnham Youth Council**

It was **RESOLVED** to further defer this item for consideration in the next council year.

#### **PR2425/66 Consultations**

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

- a) Buckinghamshire Council: All age carers strategy – response ANON-WH3D-TXNN-X
- b) Ministry of Housing, Communities and Local Government: Remote attendance and proxy voting at meetings – response ANON-FTSW-W9DJ-2
- c) Buckinghamshire Council: Public Space Protection Orders (PSPOs) – response ANON-VSP5-PGSQ-9
- d) From Buckinghamshire Council: Admissions Policy for Schools 2026 - response ANON-W6S4-VC7S-Q

e) Healthy Dialogues: pharmacy services.

It was **RESOLVED** to delegate authority to the Clerk in consultation with Cllr Carey to make a response to the further consultation from Buckinghamshire Council on the Hackney carriage (taxi) and private hire policy.

**PR2425/67 Meetings calendar 2025-26**

The draft calendar for Council meetings for the year 2025-26 was **NOTED**.

**PR2425/68 Cycling and pedestrian improvements at Stomp Road**

It was **RESOLVED** that the Clerk would hold a site visit with available councillors to evaluate the site, and bring any suggestions to Full Council.

**PR2425/69 Community Infrastructure Levy**

The Clerk reported that in their view, and following advice from other Clerks, it was permissible to pay for the costs of upgrades to streetlights, for example new posts or heads, from the Community Infrastructure Levy.

It was **RECOMMENDED** to Full Council to allocate spending from the Community Infrastructure Levy towards streetlighting infrastructure works, with the Clerk to produce a schedule of recommended works to be included.

**PR2425/70 Staffing**

The staffing cover plan was **NOTED**. It was **RESOLVED** to approve the general approach with respect to engaging cover staff in the event of absences of 4 weeks or more.

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 item included:

- a) Sensitive information around staffing matters (minute PR2425/70).
- b) Sensitive information around an ongoing legal case (minute PR2425/71).
- c) Sensitive information around crime prevention (minute PR2425/72).

The rise in the real living wage from £12.00 to £12.60 per hour was **NOTED**. It was **RESOLVED**:

- a) To increase the hourly rate of staff paid by the hour from 01/04/25 in line with the real living wage, maintaining appropriate differentials for staff on a higher rate.
- b) To include this change within the salary schedule for 2025-26 to be signed by the Clerk and Chair of P&R under Financial Regulation 4.2.

The question of staff volunteering whilst carrying out their core role during contracted hours was considered. It was **RESOLVED** to grant permission to the Clerk to volunteer at the library in work hours for up to two afternoons a month, on the basis that they would perform a dual role in those hours.

The further verbal update on staffing matters was **NOTED**.

**PR2425/71 Legal action against debtor**

The verbal update regarding this legal case was **NOTED**.

It was **RESOLVED** to suspend Standing Order 3x to allow the meeting to be extended beyond two hours.

**PR2425/72 CCTV**

The written report on CCTV was **NOTED**.

It was **RESOLVED** to approve the recommendations made within the confidential report.

It was **RESOLVED** to end the confidential session.

It was **RESOLVED** to write to Buckinghamshire Council to ask for the installation of ANPR cameras for traffic enforcement in the High Street.

**The meeting closed at 20:39**  
**Date of next meeting: Tuesday 22<sup>nd</sup> April 2025.**