

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON WEDNESDAY 11 OCTOBER 2017

Present: - Town Mayor, Councillor Bob Calver
Deputy Town Mayor, Councillor Mrs Louise Pudney.
Councillors – Vanessa Bell, Mrs Helen Elliott, Peter Elliott, Ron Pratt CC., Neil Pudney, Nick Skeens, Mrs Wendy Stamp and Mike Wood.

In Attendance: - Town Clerk, Sarah Grimes and Deputy Town Clerk, Evelyn Mochrie.

137 APOLOGIES FOR ABSENCE

There were none.

138 DECLARATIONS OF INTERESTS

Councillor Mrs Helen Elliott declared a Personal Interest in Agenda Item 12 i) (Minute 148 i) in that she is a volunteer ‘tin collector’ for the Essex & Herts. Air Ambulance and stated that she would take no part in the discussion therein and voting thereon.

Councillor Peter Elliott declared a Personal Non Prejudicial Interest in Agenda Item 12 ii) (Minute 148 ii) in that he is treasurer of the Parochial Church Council. Councillor Elliott stated that he intended to leave the Chamber and take no part in the discussion therein and voting thereon.

139 TOWN MAYOR’S ANNOUNCEMENTS

The Town Mayor, Councillor Bob Calver, reported that he had attended: -

- the Carnival Queens’ Tea at the Royal Corinthian Yacht Club. The Mayor stated that he had enjoyed himself immensely at the Carnival. The Chairman of Maldon District Council, the Chairman of Essex County Council and the High Sheriff were also guests at the Queens’ Tea, as well as the Town Mayor of Maldon and her husband, who stayed on to watch the procession.
- the McMillan Coffee Morning at the United Reformed Church.

The Mayor stated that he had other voluntary roles which sometimes overlap with Town Council or Council related business. He had attended a meeting at the Essex Partnership University NHS Trust where he is a Governor. This is a newly merged Trust and one of the services it now provides is Dementia Care for the whole of Essex. The Mayor stated that he would put the organizers of Dengie D-Caf’ in touch with them to make sure that Burnham gets all the support that the Trust can give.

The Mayor reported that he was also attending a meeting the next day as the Royal Yachting Association’s Eastern Region Planning and Environmental Consultant, to discuss local objections from the Crouch Area Yachting Federation to the ongoing work at the RSPB Wallasea site. The Mayor stated that he had received a letter from a local resident concerned with the possible associated work on the Burnham side with regard to the proposed ferry service and he would report back to a future Council Meeting if anything of importance emerged and in particular, to Councillor Elliott, as the Town Council’s RSPB Wallasea Island Representative.

140 MINUTES AND MATTERS ARISING

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 5 September 2017 and the Minutes of the Extraordinary Meeting held on Thursday 14 September 2017, be confirmed and signed.

141 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Committee Meetings held on Tuesday 5 and Monday 18 September 2017 and Monday 2 October 2017, be duly received.

142 TOWN CLERKS' REPORT

This was noted and in particular: -

6. DUNKIRK AND BURNHAM

All Members had received a copy of the email from Mr Alan Bellchambers in respect of the above. Burnham holds a special place in the history of the Dunkirk evacuation in so far that all nine crew were local volunteers. The majority of 'little ships' had Royal Navy personnel aboard. Mr Bellchambers was requesting that the Town Council agree to the mounting of a small plaque in the Town recognising and celebrating this fact. It was

RESOLVED: - that the Town Mayor and Councillors Peter Elliott and Nick Skeens arrange a meeting with Mr Bellchambers and report back to the next Meeting of the Town Council accordingly.

9. BURNHAM-ON-CROUCH MARKET PARKING RESTRICTIONS

Maldon District Council is compiling an application for parking restrictions in Burnham High Street on Tuesdays between 07.00 and 14.30. This is to ensure all parking bays along the market plan are vacant to maintain a market full of traders on a weekly basis. The Council is asking for the Town Council's support for the application.

Members agreed that this restriction would assist in maintaining the weekly market at its full potential on a weekly basis and it was

RESOLVED: - that the Town Council supports the application for parking restrictions in Burnham High Street on Tuesdays between 07.00 and 14.30 and that Maldon District Council be notified accordingly.

The Town Clerk reported on a late item. The EALC County Update Special Edition had been tabled for Members information. Essex County Council Local Services Fund for improving local places had been launched. This scheme would provide local communities with the opportunity to directly prioritise, enhance, develop and grow local capability, thereby making a real difference in the villages, towns and communities across Essex. The aim of the Fund is to provide revenue and other grants to Parish and Town Councils and other community organizations, to undertake single activity or ongoing services to satisfy locally determined community benefit or enhancement.

The Town Clerk stated that the Town Council may wish to look into the provision of extra CPO coverage or a Special Constable and it was

RESOLVED: - that the Essex County Council Local Services Fund be included as an Item on the Agenda for the next Meeting of the Town Council to be held on Tuesday 14 November 2017.

143 DIARY DATES

Members noted the following: -

- a) **South Eastern Area Planning Committee Meeting – Monday 9 October
7.30 pm in the Town Council Chamber.**
- b) **Burnham Town Council Planning Meeting – Wednesday 11 October
7 pm in the Town Council Chamber.**
- c) **Burnham Town Council Statutory Meeting – Wednesday 11 October
7.30 pm in the Town Council Chamber.**
- d) Town Council Surgery – Saturday 14 October
10.30 am to 11.30 am in the Town Council Chamber
- e) Chamber of Commerce AGM Meeting – Monday 23 October

5 pm in the Town Council Chamber

143 DIARY DATES (continued)

- f) **Burnham Town Council Planning Meeting – Tuesday 31 October
7 pm in the Town Council Chamber.**
- g) **Burnham Town Council Budget Meeting – Tuesday 31 October
7.30 pm in the Town Council Chamber**
- h) Dengie D Caf^e – Wednesday 1 November
10 am – 1 pm in the Town Council Chamber.
- i) District Councillor Surgery – Saturday 4 November
10.30 am to 11.30 am in the Town Council Chamber.
- j) **South Eastern Area Planning Committee Meeting – Monday 6 November
7.30 pm in the Town Council Chamber.**
- k) Royal British Legion AGM Meeting – Tuesday 7 November
7.30 pm in the Town Council Chamber.
- l) **Chairman of Maldon District Council Armistice Day Firing of the Maroon Ceremony
and Two Minute Silence – Saturday 11 November
11 am at the War Memorial.**
- m) **Remembrance Sunday – Sunday 12 November
The Service will take place at 10 am at the Baptist Church, followed by
The Act of Remembrance and Laying of Wreaths at the War Memorial.**
- n) Chamber of Commerce Meeting – Monday 13 November
5 pm in the Town Council Chamber.
- o) **Burnham Town Council Planning Meeting – Tuesday 14 November
7 pm in the Town Council Chamber.**
- p) **Burnham Town Council Meeting – Tuesday 14 November
7.30 pm in the Town Council Chamber**

144 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott had nothing to report.
- b) Highways – The Town Mayor, Councillor Bob Calver, had submitted a written report which included updates on defective street lighting, footways, footpaths, drainage and standing water and mud on the road. He stated that he had been pursuing the issue of the damaged railings on the railway bridge.

The Mayor asked that more use of the ECC website be made for reporting issues.
Councillor Mrs Wendy Stamp expressed concerns at this and stated that the Clerk's Office has a reputation for being friendly and helpful.
The Mayor stated that visitors who do not have access to the internet would still be welcome to complain via the office.
The Town Clerk stated that she preferred to deal with residents' issues wherever possible, rather than referring them to the ECC website.
- c) Environment – Councillor Mike Wood stated that he now had details of Essex County Council's areas of responsibility and that he would be meeting with the Town Council's grass cutting contractor the following week.

Councillor Wood stated that he had met with Matt Wilson, Countryside & Coast Manager at Maldon District Council and a report would be given under Minute 146 (Agenda Item 10).
Councillor Wood stated that a meeting was being arranged with volunteers and a letter would be going out shortly, to that effect.

Councillor Mrs Stamp stated that she had received no feedback from issues she had raised at the previous Meeting and again asked if a group had been set-up and if there were terms of reference.

Councillor Ron Pratt, CC, stated that this Agenda Item was for a report of the co-ordinator and not a debate on the environment.

144 CO-ORDINATORS' REPORTS (continued)

The Town Clerk stated that further to Minute 26 of the Meeting of the Town Council held on 24 May 2017,

“RESOLVED: - that i) a Burnham in Bloom/Environment committee still debate but feed actions through to a co-ordinator, ii) there would be no minutes taken and iii) this would be subject to a review in six months”

the six month review was due in November 2017 and it was

RESOLVED: - that pursuant to Minute 26 of the Meeting of the Town Council held on 24 May 2017, a review of the remit and future of the environment committee be included as an Item on the Agenda for the next Meeting of the Town Council to be held on Tuesday 14 November 2017.

145 DISTRICT COUNCILLORS' REPORTS

Councillor Mrs Helen Elliott had nothing to report.

Councillor Pratt stated that the Community Services meeting had been cancelled due to a lack of business.

Councillor Peter Elliott had nothing to report.

Councillor Neil Pudney reported that he had attended an Overview & Scrutiny meeting and a report had been given on the provision of healthcare services, including the Maldon Health Hub and retention of GPs.

In response to a question from Councillor Vanessa Bell, the Town Mayor stated that he presumed “nothing to report” meant nothing significant to Burnham. Councillor Peter Elliott confirmed that was correct.

Councillor Mrs Stamp proposed that a County Councillor’s Report be included on future Agendas.

County Councillor Ron Pratt responded that this had already been discussed and that he would prefer to make a report at the Annual Town Meeting, in line with previous years. Councillor Pratt stated that he could not report to every Parish on a monthly basis and as such, it would be unfair to single out Burnham to receive a County Councillor’s Report. Councillor Pratt stated that now he had been a County Councillor for six months he would be writing to all parishes to suggest a mechanism for reporting and it was

RESOLVED: - that a County Councillor’s Report not be included on future Agendas.

146 TOWN COUNCIL REPRESENTATIVES' REPORTS

Councillor Pratt reported that the Carnival had raised £5,397 on the night. In addition, the week’s events had raised in excess of £2,000. Councillor Pratt stated that the invitations the Town Council issues to civic ‘VIPs’ for the annual Queens’ Tea “is a great way of showcasing what this Town does”. The Carnival Committee would be meeting to discuss the Christmas Fayre the following week.

Councillor Neil Pudney stated that he would be attending meetings of the Crouch Harbour Authority and Children’s Centres the following week.

Councillor Bell stated that the next Burnham Week meeting would be held on 3 November 2017.

Councillor Mrs Stamp stated that: -

i) the Chamber of Commerce Annual General Meeting would be held in the Town Council Chamber on 23 October 2017,

ii) there had been a NAP crime prevention ‘pop-up’ stand at the Fiveways store aimed at informing the elderly. Councillor Stamp stated that a request may be made to the Town Council to help fund stocks of crime prevention items,

146 TOWN COUNCIL REPRESENTATIVES' REPORTS (continued)

iii) the DHGPC John Mardon Quiz would be held on 22 November 2017,
iv) the Allotment & Garden Holders' Annual Show had made a small loss,
v) she had attended EALC social media training and had posed the question of whether the Council should have a website and facebook page.

Notes of the Riverside Park Taskforce Group meeting with Matt Wilson, Countryside and Coast Manager of Maldon District Council, had been tabled.

The Town Clerk stated that the District Council is pursuing payment of outstanding grass cutting invoices for 2016/17 in the amount of £3,350.67 (ex VAT).

Councillor Pratt stated that he had reported at an Environment Meeting that MDC would not be charging for these periods due to poor service and it was

RESOLVED: - that the Town Clerk contact Matt Wilson, Countryside and Coast Manager of Maldon District Council and request the dates and details of cuts for the three quarters in dispute.

At the request of Councillor Nick Skeens, Members discussed the proposals to return the BMX Track in Riverside Park to a car park.

Councillor Skeens stated that he had worded his Agenda Item incorrectly. He reported on the deteriorating condition of the track surface. He stated that there is support gathering for bringing the track into good condition and indicated to the young people present at the Meeting. Councillor Skeens stated that the track could be designed in a much better way. He tabled a picture of a track and stated that a "pump track" could encourage mountain bikers. Councillor Skeens proposed that the Town Council do what it can to reasonably support this venture.

Councillor Mrs Stamp suggested the setting up of a small working group and pursuing match funding.

Councillor Peter Elliott stated that the Town Council must find out what Maldon District Council's intentions are, in the first instance. He stated that MDC is primarily responsible and that the BMX track is on its land.

Councillor Pratt stated that he would support the venture and would like to be part of a working group involving the local community. Councillor Pratt also stated that there are funding schemes available.

Councillor Wood stated that he would also support this, in principle, but wanted to know more about the District Council's intentions to return the BMX track to a car park.

Councillor Pratt stated that this was unfounded.

Councillor Peter Elliott reiterated his previous comment that the Town Council must first ascertain the District Council's intentions for the BMX track. Councillor Elliott suggested that the Town Council ask the appropriate Officer from MDC to come and speak to Members accordingly.

Councillor Elliott stressed that the District Council should fulfil their obligations. Members agreed and it was

RESOLVED: - that the Town Clerk contact Matt Wilson, Countryside and Coast Manager for Maldon District Council, and request that he meet with Members to discuss the condition and future of the BMX track.

146 TOWN COUNCIL REPRESENTATIVES' REPORTS (continued)

At the request of Councillor Nick Skeens, Members discussed the works being undertaken to the waterfront jetties by the Crouch Harbour Authority.

Councillor Neil Pudney stated that this would be an item for discussion at the next meeting of the Crouch Harbour Authority.

The Town Mayor stated that the Authority is making the jetties safe and is working in conjunction with the owners of the structures.

Councillor Pratt stated that some years previously there had been a conservation fund and the Conservation Officer had been supportive of keeping the jetties. Councillor Pratt stated that they are in the Conservation area and part of the Town's heritage.

Councillor Skeens stated that he would like the Town Council to establish the ownership of the jetties and open up a dialogue between the owners, the Crouch Harbour Authority and the Council.

Councillor Skeens proposed that the Town Council support the idea of protecting its waterfront heritage and would like to limit the Crouch Harbour Authority in removing so much of the jetties.

The Town Mayor stated that this was beyond the Town Council's powers.

Councillor Pratt proposed that the Town Council write to the Conservation Officer at Maldon District Council, expressing its concerns at the dismantling of so much of the jetties and destruction of the waterfront heritage.

Councillor Skeens proposed that the Town Council also write to the Crouch Harbour Authority asking it to limit the destruction of the jetties and that this be done as a matter of urgency. It was

RESOLVED: - that the Town Clerk write to the Conservation Officer at Maldon District Council and the Crouch Harbour Authority accordingly and that Councillor Skeens assist in the drafting of the letters.

147 ACCOUNTS AND TRANSFER OF FUNDS

Councillor Mrs Stamp asked that the RFO circulate the accounts to Members a week ahead of the Meeting to allow for proper consideration.

- a) **RESOLVED: - that the payment of Accounts for October 2017 be approved and signed.**
- b) The comparison of actual to budgeted payments and receipts to October 2017 was noted.
- c) The Town Clerk reported that PKF Littlejohn LLP, the Town Council's External Auditors, had completed their review of the Annual Return for the Year Ended 31 March 2017 and the Town Council had received an 'unqualified' Report. On the basis of the External Auditor's review, the information in the Annual Return was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislative and regulatory requirements had not been met.
- d) Members noted that the notice of conclusion of audit had been posted on the Town Council's notice boards and website.

Members expressed their appreciation of the Town Clerk's hard work in the preparation of the accounts.

148 GRANTS AND DONATIONS

The Budget for 2017/2018 was £900.

- i) Essex & Herts. Air Ambulance – all Members had received a copy of the letter from Mrs Aderyn Gillett, Trust Fundraising Coordinator, requesting the Town Council's financial support.

Councillor Mrs Helen Elliott declared a Personal Interest as a volunteer 'tin collector' for the Essex & Herts. Air Ambulance.

RESOLVED: - that a donation of £200 be approved.

148 GRANTS AND DONATIONS (continued)

- ii) The Great Burnham Bonfire – all Members had received a copy of the letter and Annual Report from The Revd Canon Mark North, requesting financial assistance towards the cost of providing a toilet unit for the event. Members were reminded that the Town Council made a donation of £240 in 2016 (Minute 186 of 8.11.16).

Councillor Peter Elliott declared a Personal Non Prejudicial Interest as the Treasurer of the Parochial Church Council and left the Chamber at 8.40 pm.

Councillor Wood stated that he would not support the request.

Councillor Pratt stated that he fully supported the event which brings the community together to enjoy bonfire night in a safe environment. He further stated that the admission is free and it is not a religious event. The only problem is the lack of toilet facilities for a large gathering of people. Councillor Pratt proposed a donation of £250 and it was

RESOLVED: - that a donation of £250 be approved.

Councillor Mike Wood asked that his vote against the Proposal be recorded in the Minutes. Councillor Peter Elliott re-entered the Chamber.

- iii) Maldon & District Citizens Advice – all Members had received a copy of the letter from Lucy Bettley, Bureau Manager, requesting the Town Council's support. Members were reminded that there is a provision of £1,000 in the 2017/18 Budget (separate line item) and it was

RESOLVED: - that a donation of £1,000 be approved.

149 TOWN COUNCIL SURGERIES

Further to Minute 118 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, Councillor Bell stated that she was now unable to attend the Surgery on Saturday 14 October and it was

RESOLVED: - that Councillor Bob Calver attend the Surgery on Saturday 14 October 2017, in place of Councillor Bell.

The Town Clerk reported that the Surgeries scheduled for 11 November and 9 December would clash with Armistice Day and the Christmas Fayre and it was

RESOLVED: - that the November and December Town Council Surgeries be re-scheduled for Saturday 18 November and Saturday 16 December 2017 respectively.

150 LOCAL DEVELOPMENT PLAN and NEIGHBOURHOOD DEVELOPMENT PLAN

- a) Councillor Pratt stated that there had been a seminar for District Councillors on implementing Neighbourhood Development Plans to control building.

Councillor Pratt stated that Planning Department Officers were of the opinion that pre-application requests are very worthwhile at a very early stage. Councillor Pratt stated that he was bringing this to the Council as a point of information as the Town Council had, at its previous Meeting, resolved not to meet with M & T Developments (Essex) Ltd, for them to present initial regeneration and redevelopment ideas in respect of the Fairways Chandlery and Quayside Café site.

RESOLVED: - that 'Local Development Plan' be removed as a Standing Item from future Agendas.

150 LOCAL DEVELOPMENT PLAN and NEIGHBOURHOOD DEVELOPMENT PLAN (continued)

b) Neighbourhood Development Plan: -

- i) Members of the Neighbourhood Development Plan Working Group reported that they had met to determine the Terms of Reference of the Group, which would be circulated in due course.
- ii) Members debated the appointment of a Neighbourhood Development Plan Co-ordinator and agreed that it needed to be a Town Councillor and it was **RESOLVED: - that Councillor Peter Elliott be appointed as the Town Council's Neighbourhood Development Plan Co-ordinator until May 2018 and that subsequent to this date, Councillor Mrs Wendy Stamp would assume the role.** Councillor Elliott stressed that the Co-ordinator would need support from the full Council.
- iii) Further to Minute 119 b) of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, Members considered if the Town Council wished to make a formal request to Maldon District Council for financial assistance toward the cost of printing 100 copies of the final NDP document, following the District Council's claim for a grant from the Department for Communities and Local Government (DCLG) and it was **RESOLVED: - that the Town Clerk write to Maldon District Council requesting financial assistance toward the cost of printing 100 copies of the final NDP document.**

151 RSPB WALLSEA ISLAND WILD COAST PROJECT (standing item)

Councillor Peter Elliott stated that the next meeting was scheduled for January 2018. There was nothing further to report.

152 NEIGHBOURHOOD ACTION PANEL

All Members had received a copy of the Chairman's notes of the meeting held on Thursday 28 September 2017. Councillor Mrs Stamp stated that the Road Safety Bus was due in Burnham but was unable to fulfil that commitment and it was hoped to rearrange a slot, before Christmas. Councillor Mrs Stamp requested that ATC strips be placed on Southminster Road and over the bridge on Station Road. She stated that the roundels had still not been painted on the Maldon Road.

Councillor Pratt stated that he would take this forward to Jon Simmons.

Members noted that the next meeting of the group would be held on Thursday 30 November 2017.

Councillor Bell asked for an update on the 3PR parking initiative and Councillor Pratt confirmed that it is being rolled out.

Councillor Neil Pudney expressed concerns at inconsiderate and dangerous parking and Councillor Mrs Stamp stated that the Town Council has requested monthly reports from the Community Protection Officers' Team Leader.

153 LONDON SOUTHEND AIRPORT (LSA) CONSULTATION

Further to Minute 122 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, all Members had received a copy of the email from Sam Petrie, Airport Development Co-ordinator, responding to the points raised by Councillors Peter Elliott and Nick Skeens and Mr John Hitcham during their recent visit to London Southend Airport, as follows: -

Explore whether it is feasible to offset the final approach track to avoid Burnham-on-Crouch

This section of the approach track does not form part of the consultation as it follows the profile of the existing Instrument Landing System (ILS) procedure.

153 LONDON SOUTHEND AIRPORT (LSA) CONSULTATION (continued)

Looking at whether it might be possible to design an offset approach to avoid overflying Burnham-on-Crouch, this option had been discussed with the procedure design team.

However, PANS-OPS sets out the criteria for this on the basis of dealing with obstacle risks associated with terrain or terrestrial structures and is quite specific in discounting the use of off-set approaches for noise abatement. An offset approach track has an increased difficulty factor associated with flying the final stages of the approach and landing, which may be considered if mitigating the obstacle risk that would otherwise arise. PANS-OPS is very clear that an offset approach shall not be established as a noise abatement measure. On this basis, LSA is unable to explore this option any further and will continue with the proposal as depicted within the consultation document. Any feedback / issues raised in the Town Council's formal response will be submitted to the CAA as part of the final ACP submission.

Provide information on heights of aircraft over Burnham on Crouch

The possibility of this is being looked into.

Improved facilities within train carriages operating on the Southend Victoria – London Liverpool Street Line

This is more of an issue to be raised with Great Anglia / Abellio who operate the train service, however the officer responsible for surface access at the airport and he has confirmed the following

- The refurbishment of trains on the Greater Anglia line is ongoing, but this is mostly aesthetic rather than practical changes.
- When the new trains come into service in the next couple of years, they will have a lot more space – they are undergoing driver trials now.

Addition of Maldon District Council as a Section 106 signatory in relation to the controls at London Southend Airport

This wasn't taken any further, as Ian Butt representing Maldon District Council at the meeting confirmed Maldon DC would not have involvement in this.

Councillor Pratt stated that any member of the public could report excessive aircraft noise (later in the Meeting Councillor Pratt stated that there is a plane finder 'app').

The Town Clerk confirmed that the Town Council's formal response to the Consultation had been submitted and acknowledged.

154 TOWN COUNCIL WEBSITE

Further to Minute 124 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, Members of the Website Working Group recommended that Mark Eagling be appointed as the Town Council's website designer/operator. Members discussed the 'platform' to be used and it was

RESOLVED: - that i) subject to clarification of the 'platform' and its suitability, Mark Eagling be appointed as the Town Council's website designer/operator and ii) Councillor Nick Skeens be appointed as the Town Council's Website Editor and Councillor Mrs Stamp act as deputy in the interests of continuity, should Councillor Skeens be unavailable at any time.

Councillor Bell stated that she would be willing to be the proof reader.

Councillor Wood asked if Peter Layzell had been consulted during the process.

Councillor Skeens stated that he had and that he had been happy for the Town Council to look for a new operator.

Councillor Wood stated that he had been led to believe that this was not the case.

Councillor Mrs Stamp stated that Mr Layzell had provided his services free of charge for a number of years and if any offence had been given, the website working group should speak to him forthwith to put the matter right.

Councillor Peter Elliott stated that he would contact Mr Layzell.

155 **STANDING ORDERS AND FINANCIAL REGULATIONS**

Further to Minute 126 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, all Members had received a copy of the new 'draft' Standing Orders and Financial Regulations.

Councillor Pratt stated that he had a number of questions to raise.

Councillor Mrs Stamp stated that Members had had every opportunity to contact the Town Clerk/Review Group since the previous Meeting and that Minute 126 read "The Town Clerk stated that these were sizeable documents and, in order to save time at the next Meeting, she requested that Members email any questions and comments as soon as possible. Members would be requested to consider and adopt the new Regulations at the next Meeting of the Town Council to be held on Wednesday 11 October 2017".

Councillor Pratt responded that this Agenda Item was for the debate of the 'draft' Regulations and was not just a "rubber stamping exercise".

The Town Clerk suggested that Members may wish to defer the Item to the next Meeting of the Town Council, to allow Councillor Pratt to discuss his questions/queries with the Standing Orders and Financial Regulations Review Groups.

Councillor Mrs Stamp proposed that the new Standing Orders and Financial Regulations be adopted at this Meeting and it was

RESOLVED: - that the new Standing Orders and Financial Regulations be approved and adopted by the Town Council.

The Town Clerk confirmed that the Regulations could be amended and she asked Councillor Pratt for his questions/queries.

The Town Clerk reported that Standing Order 3 (o) under 'Meetings Generally' states: -

"Following the enactment of the Openness of Local Government Regulations 2014, photographing, recording, broadcasting or transmitting the proceedings of a Meeting by any means is now encouraged. Council Members and Officers are deemed to have given their consent to being recorded, but whoever is recording the Meeting is responsible for obtaining consent from any members of the public present, and will be responsible for any subsequent use or misuse of their material. The written Minutes of the Meeting will remain the definitive record of any decisions or discussions."

Having regard to this and further to Minute 124 of the Extraordinary Meeting held on Thursday 14 September 2017, it was

RESOLVED: - that the Town Council consider the implementation of recording its Meetings and that the Town Clerk arrange for a presentation to full Council on the process and equipment required.

156 **COMMUNITY PROTECTION TEAM – 'TruCam'**

All Members had received a copy of the letter from Adrian Rayner, Community Protection Team Leader, in respect of the above. The Community Protection Team have been trained by Essex Police to operate the TruCam speed cameras and would be in a position to offer this service to the Parish and Town Councils that they are contracted to. In order to set up the procedures with Essex Police, Mr Rayner had requested details of the roads the Town Council would like monitored in the Town. These sites would then be registered with Essex Police and allocated a site number to allow for speed enforcement.

Councillor Mrs Stamp suggested speaking to the Neighbourhood Action Panel and it was agreed that Councillors Mrs Stamp and Bell liaise with Mr Ken Harris in their capacity as the Town Council's appointed Representatives to the NAP Group and forward their information to all Councillors before a response is given to Mr Rayner.

157 **CHRISTMAS TREES**

All Members had received a copy of the quotation in respect of the above. The Town Clerk stated that she had written to the Head of Membership & Community at the East of England Co-operative Society, requesting that they fund the Christmas tree for the 'Fiveways' location, but that no response had been received.

Councillor Pratt reminded Members that the Town Council had received the offer of a growing tree in 2016 from Mr Swallow and that this offer was still open. However, Mr Sadler would need to collect it and it was

RESOLVED: - that i) the Town Council would not provide a Christmas tree for the Fiveways location, ii) two Christmas trees would be provided, one at St Mary's Church for the 'Light Up A Life' Service and the other, opposite the Clock Tower in the High Street and iii) one tree be ordered from the Limes Farm Shop and Mr Swallow's kind offer of a free tree be accepted.

158 **ANY OTHER BUSINESS**

There was none.

The Town Clerk reported on a NALC legal topic note in respect of 'Any Other Business' as follows: -

"A council cannot lawfully transact any business which is not included on the agenda. As such, the item 'any other business' should not appear at all, or should simply be used as a peg on which to hang the exchange of urgent information. Additionally, the item could be used to allow genuinely urgent issues to be raised but no decisions should be taken in respect of issues so raised (other than to ensure that they are dealt with properly at a forthcoming meeting, with due notice having been given) and no expenditure should be approved as a result of issues raised under 'any other business'.

The Town Clerk requested that Members consider and determine whether to include the Item 'Any Other Business' on future Agendas of the Town Council and it was

RESOLVED: - that 'Any Other Business' continue to be included on future Agendas and that the NALC guidelines/rules for this Agenda Item be adopted.

159 **QUESTIONS**

The Town Mayor reminded members of the public that this Agenda Item is for questions only.

Q Can we have updates at Meetings on issues, i.e. the talking benches, railway bridge repairs, defibrillators?

A This information should come within the current structure and would not require a separate Agenda Item. Information and updates would be available via the Minutes and as Matters Arising from the previous Meeting.

Q Can we have an update on the capsized boat?

A This is on the Agenda for the next Crouch Harbour Authority meeting and is being progressed at Maldon District Council. There is a confidential aspect. Councillor Neil Pudney, the Town Council's CHA Representative will report back to the next Meeting.

Q When the new road markings were done at Millfields the speed limit sign was removed. Will the Town Council please pursue its return?

A Councillor Calver, the Town Council's Highways Co-ordinator, will pursue this and report back to the next Meeting.

160 **EXCLUSION OF THE PUBLIC AND PRESS**

Resolved: - that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

161 LAND MATTERS AND TOWN COUNCIL OFFICES

- i) Councillor Peter Elliott updated Members in respect of the Allotment site in Arcadia Road.
- ii) The Town Mayor and Town Clerk reported on matters relating to the Town Council Offices.

162 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 9.48 pm.