

AGENDA ITEM 4 - ANNUAL REPORT OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR MAY 2017 TO APRIL 2018 (Forty-Fourth Edition)

A MANAGEMENT AND ADMINISTRATION

INTRODUCTION

This Report provides a summary of the activities of the Town Council that endeavour to protect, promote and improve services and facilities within the Town and thereby enhance the quality of life of its residents and visitors.

The Town Council is required to comply with the Local Government Regulations that stipulate that a Town (Parish) Annual Report should be published by the prescribed date of 30 June 2018. Annual Reports are required to include the following: -

- 1) Town Mayor's Overview of the Year
- 2) Town Council's Annual Report
- 3) Contact List of Town Councillors and Representatives of other Local Government, Parliamentary and European Parliamentary bodies (Appendix 1)
- 4) End of Year Financial Reconciliation (Appendix 2)

1 TOWN COUNCIL STRUCTURE

As a result of boundary changes in 2003, the Town has two similar Wards in population: - North and South. There are five Town Council and two District Council seats in each Ward.

2 LOCAL ELECTIONS

Following the resignation of Councillor Mrs Una Norman in May 2017, a by-election was held on Thursday 20 July 2017 and Nicholas John Skeens was duly elected as a Town Councillor for the North Ward.

Details of all Town and District Councillors are given at 3 and 11 below.

The next District and Parish Elections will be held on Thursday 2 May 2019.

3 TOWN COUNCILLORS

The ten Town Councillors are: -

North Ward – Mrs Helen Elliott, Neil Pudney, Nick Skeens, Mrs Wendy Stamp and Mike Wood.

South Ward – Vanessa Bell, Bob Calver, Peter Elliott, Ron Pratt and Mrs Louise Pudney.

(See Appendix 1 for contact details)

4 TOWN MAYOR AND DEPUTY TOWN MAYOR

At the Statutory Annual Meeting of the Town Council held on Wednesday 10 May 2017, **Councillor Robert (Bob) Calver was elected as Town Mayor and Councillor Mrs Louise Pudney was elected as Deputy Town Mayor.**

5 TOWN CLERK AND COUNCIL STAFF

The Town Clerk is Sarah Grimes.

Julie Vaughan was appointed as Administrative Assistant on 1 April 2018 after acting on a temporary basis in this role for some months.

The Town Council also employs a gardener/caretaker and an office cleaner.

A number of contractors are engaged by the Town Clerk to carry out specific items of maintenance and other works as approved by the Town Council and in accordance with its annual programme of works.

6 COUNCIL OFFICES

The Council Offices are open to the public between 9.30 am and 12 noon on Monday, Tuesday, Wednesday and Friday and 9.30 am until 1 pm on Thursday. The contact details are: - Burnham-on-Crouch Town Council, Council Offices, Chapel Road, Burnham on Crouch, CM0 8JA. Telephone: 01621 783 426
Email: office@burnhamtowncouncil.com

7 MEETINGS OF THE TOWN COUNCIL

The Town Council has met SIXTEEN times in 2017/2018: - the Statutory Annual Council Meeting in May to elect the Town Mayor and Deputy Town Mayor and to make appointments to internal committees and external organizations, eleven Ordinary Meetings of the Town Council, two Extraordinary Meetings, a Budget Meeting to review levels of expenditure and income and to recommend the Annual Precept for the following year and this Statutory Annual Town Meeting to receive the Annual Report of the Town Council, Reports of Representatives on outside bodies and other service providers in the Town.

All Electors of the Parish (Town) are entitled to attend the Town Meeting at which they may ask questions of any of the Town Councillors or external representatives. Electors are invited by public notice posted on the Council's notice boards/ website.

8 PLANNING COMMITTEE MEETINGS OF THE TOWN COUNCIL

Maldon District Council is the Local Planning Authority and the Town Council is a consultee in the Development Control and Local Development Framework procedures. The Town Council operates a facility for public speaking in relation to the consideration and determination of planning applications.

The Town Council has met TWENTY times in 2017/2018, plus one meeting of the Town Mayor, Deputy Town Mayor and Planning Clerk during recess. It has considered in excess of one hundred applications for Planning Permission, together with letters of support or objection received from applicants/agents or neighbours. Appeals, Consultations and Tree Preservation Orders were also considered and noted at the above Meetings.

9 ENVIRONMENT COMMITTEE MEETINGS

At the Meeting of the Town Council held on Wednesday 24 May 2017, after a detailed debate, it was

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.

Councillor Mike Wood was appointed as the Town Council's Environment Co-ordinator.

10 DISTRICT, COUNTY, UK PARLIAMENT AND EUROPEAN PARLIAMENT REPRESENTATIVES

There are several tiers of Local Government/Government above the Town Council that are responsible for many services and regulations that have an effect on the lives of the residents of Burnham-on-Crouch and these are set out in 11 to 15 below. The contact details for 3 above and 11-15 below have also been included in Appendix 1 to this Report.

11 DISTRICT COUNCILLORS

The four District Councillors are: -

South Ward – Peter Elliott and Ron Pratt.

North Ward – Neil Pudney and Mrs Helen Elliott.

(See Appendix 1 for contact details)

12 COUNTY COUNCILLOR

Essex County Council Elections took place on Thursday 4 May 2017 and

Councillor Ronald George Pratt was elected as the Town's representative on Essex County Council.

(See Appendix 1 for contact details)

13 MEMBER OF UK PARLIAMENT

A Parliamentary Election was held on Thursday 8 June 2017. John Whittingdale OBE was duly elected as the Member of Parliament for Maldon.

The Rt. Hon. John Whittingdale, OBE, has been the Member of Parliament for the Maldon area since 1992. The electoral wards used in the Maldon constituency are; Althorne, Burnham-on-Crouch North, Burnham-on-Crouch South, Heybridge East, Heybridge West, Maldon, Essex East, Maldon North, Maldon South, Maldon West, Mayland, Purleigh, Southminster and Tillingham from Maldon district. Bicknacre and East and West Hanningfield, Little Baddow, Danbury and Sandon, Rettendon and Runwell, South Hanningfield, Stock and Margaretting, South Woodham Ferrers, Chetwood and Collingwood, and Elmwood and Woodville from Chelmsford district.

(See Appendix 1 for contact details)

14 MEMBERS OF THE EUROPEAN PARLIAMENT

The contact details of the East of England Region Members of the European Parliament are given in Appendix 1 of this Report.

15 CHIEF EXECUTIVE OF MALDON DISTRICT COUNCIL

The Chief Executive of Maldon District Council is Ms Fiona Marshall.

16 POLICE, FIRE AND CRIME COMMISSIONER

Roger Hirst was elected to the post of Police and Crime Commissioner on Thursday 5 May 2016. A significant project in 2016/17 was the work on joint governance of Essex County Fire and Rescue Service (ECFRS) and Essex Police. Since then the PCC Local Business Case for the governance of ECFRS has received Home Office approval, making Essex the first County in the country to combine the governance of both Police and Fire Services under the PCC (now Police, Fire and Crime Commissioner). Mr Hirst took over governance of the Fire and Rescue Service on 1 October 2017.

17 ANNUAL PRECEPT

The Town Council's principal source of income is from its Annual Precept. The Precept is set once a year, normally at the December Meeting, following the Town Council's Budget Meeting which is normally held in November. It is collected by Maldon District Council as an integral part of the District's Council Tax. The Precept includes specific major items and a contribution to the Town Council's financial reserves to enable it to respond to non-budgeted items, should they occur during the financial year. At the Budget Meeting held on Tuesday 9 January 2018 it was **RESOLVED: - that the Town Council's Precept for 2018/2019 be set at £170,000 and that Maldon District Council be notified accordingly.**

Ms Emma Foy, Director of Resources at Maldon District Council, attended the Statutory Meeting of the Town Council held on Tuesday 23 January 2018. Members were requested to consider and determine a Budget for 2018/2019 to reflect the Town Council's commitments and spending plans.

Councillor Mrs Wendy Stamp proposed the suspension of Standing Order 9 b) in accordance with Standing Orders 25 a) and 10 xvi) in order to debate Agenda Item 17 (Town Council Precept for 2018/2019).

After a detailed debate it was

RESOLVED: - that i) the Town Council's Precept for 2018/2019 be set at £188,000 and that Maldon District Council be notified accordingly and ii) a contribution of £1,232 to balance the Budget be met from General Reserves.

In accordance with Minute 250 above, the Town Clerk withdrew the Town Council's original Precept submission.

18 AUDIT ARRANGEMENTS

The Town Council's appointed independent Internal Auditor is Harvey Smith & Co. of Burnham-on-Crouch. The External Auditor is PKF Littlejohn LLP. The Accounts for 2016/17 have been audited by both Auditors and published in accordance with the appropriate Accounts and Audit Regulations for Local Councils.

19 TOWN COUNCIL SURGERIES

Town Council Surgeries take place on the second Saturday morning of each month (excluding August during the Town Council's Summer Recess). At each Surgery a Town Councillor is available in order to answer residents' questions and, if necessary, refer any issues raised to the appropriate person or organization.

B EVENTS AND ACTIVITIES

The Town Council is aware of many special occasions that will be officially commemorated and celebrated, but from time to time, local groups, organizations and others, contact the Council to suggest an occasion that might be worthy of being honoured through a celebration.

The Town Council is involved with a number of receptions and events throughout its municipal year -

- to recognise, honour or pay tribute to outstanding achievement;
- to acknowledge the importance of events that will make a major contribution to the local community;
- to promote new initiatives and prestigious events;
- to mark significant local events and anniversaries;
- Civic/ceremonial occasions organized by the Council.

There were many events held throughout 2017: -

- Burnham in Bloom - the Town's hanging baskets have been the work of students at Ormiston Rivers Academy under the guidance of Mrs Carol Milton, former Volunteer Garden Project Co-ordinator. The students have made up and planted all the baskets and Maldon District Council Parks Department look after them in their glasshouses until they are ready to be hung in Station Road and the High Street. The Town's Primary Schools also make a valuable contribution each year.

The Burnham in Bloom annual competition is for residential gardens, allotments, commercial premises, clubs and open spaces.

- Burnham Art Trail – this event is a highlight on the local arts calendar and goes from strength to strength.
- Civic Service - the Annual Civic Service was held in the Parish Church of St Mary the Virgin on Sunday 9 July 2017, followed by a Reception at the Royal Corinthian Yacht Club. Civic guests included Lord Petre, the Lord Lieutenant for Essex, Simon Hall, High Sheriff of Essex, Councillor Henry Bass, Chairman of Maldon District Council, Councillor John Aldridge, Chairman of Essex County Council, County Ron Pratt C.C., Councillor Jeanette Stilts, Town Mayor of Maldon, Councillor John Anderson, Chairman of Southminster Parish Council and Councillor Paul Burgess, Chairman of Althorne Parish Council.
- Summer Swimming - the 2017 summer swimming programme took place at Burnham Primary School and was well attended. It was again organized for the Town Council by Suzanne Wichard and benefited not only Burnham, but the children of the Dengie Hundred as a whole.
- Burnham Week - this is arguably the longest running annual yacht Regatta on the mainland of the United Kingdom. It is organized by Burnham Week Limited (formerly the JCC), comprising of representatives from the four sailing clubs in Burnham, together with other members who have a specific responsibility during the week. 2017 marked the 90th anniversary of the presentation of the Town Cup.

- Quay Day - the 2017 event, organized by Fiona Clegg and Sam Adams and supported by the Town Council, was an enormous success and the Quay was thronging with residents and visitors.
- Carnival – this is a community event with a long and rich history. Presentations for the Queens’ Courts were held at the Royal Corinthian Yacht Club during afternoon tea, prior to the grand procession. The President, John Randall, gave a moving speech, paying tribute to the late Harry Harrington.
- Remembrance Sunday - record numbers of residents attended the Act of Remembrance and Laying of Wreaths at the Town's War Memorial, following the Service at the Baptist Church. The Service and Dedication were very much appreciated by all concerned, especially the musical accompaniment by Rayleigh Brass, whose performance added to what is always an incredibly moving occasion. Staged in the Town Council Chamber by the Town Clerk and her family and dedicated to all those who died in conflict, was a giant poppy decorated with over 1,000 individual Royal British Legion poppies.
- Christmas and New Year - the grand 'switching on' and candlelight Carol Service around the Christmas tree in the High Street attracted a record number of people. The Christmas tree and clock tower lights were switched on by the Town Mayor with the assistance of children in the crowd. Rayleigh Brass played traditional Carols as 'Mother' Christmas made a surprise appearance and handed out presents to the children. Hot sausage rolls and mince pies were served around the tree afterwards.
- Light Up a Life - the Farleigh Hospice 'Light up a Life' Appeal gives everyone, regardless of whether or not they have a link to the Hospice, a very personal way to remember lost loved ones and honour their memory at Christmas time. The Farleigh at St. Clare's "Light up a Life Appeal" was held on the first Thursday in December in the Parish Church of St Mary the Virgin.
- Annual Civic Carol Service - the Annual Civic Service of Nine Lessons and Carols, organized in conjunction with Churches Together in Burnham, was held in the Parish Church of St Mary the Virgin. Lessons were read by Civic dignitaries and representatives from local organizations.
- Civic Reception - the Annual Civic Reception will be held on Friday 27 April 2018. The purpose of this evening is for the Town Council to show its appreciation to all the hardworking and dedicated volunteers that organize and run a wide variety of activities in and around the Town for the benefit of the community.

During the evening the Town Mayor will present two major awards. The first will be presented to the person who has made an outstanding and lasting contribution to the Town and its residents over many years – the Lifetime Achievement Award.

The second award will be presented to the person who has made an outstanding contribution to the community during the preceding year.

Special Awards will also be presented to community volunteers.

C COMMUNITY, PARTNERSHIP WORKING, MALDON DISTRICT LOCAL DEVELOPMENT PLAN & BURNHAM NEIGHBOURHOOD DEVELOPMENT PLAN

COMMUNITY

The Town Council works closely with a number of local organizations and individuals to maintain and enhance the local environment and makes provision, within its Annual Budget, for financial support to local organizations and charities.

Burnham is fortunate to have a number of very dedicated residents who put in hundreds of hours of voluntary work for the benefit of the community and the Town Council wishes to record its sincere appreciation of all these volunteers and groups, some of which are listed below: -

- Burnham Allotment & Garden Holders' Association
- Burnham Art Trail
- Burnham Neighbourhood Action Panel (nap)
- Carnival Committee
- Dengie Hundred Bus Users' Group [dhbug]
- Friends of Hester Place
- Railway Bridge Taskforce
- Burnham Branch of the Royal British Legion

Burnham is fortunate to have an extremely active branch of the Royal British Legion, which acts as the Town's local custodians of Remembrance. Its members work tirelessly to support the annual Poppy Appeal and during the four years that mark the 100th Anniversary of the Great War, they are commemorating each man lost by placing crosses on the War Memorial.

Historic England has now designated the War Memorial a Grade II listed structure.

The Town Council would also like to record its thanks to Mrs Jean Evans (tree warden), Barry Davis and Iain Corbett (former footpaths' representatives) and Rev. Paul Haworth (passenger transport representative), all of whom have acted for the Town Council in a voluntary capacity.

PARTNERSHIP WORKING

The Town Council often works in partnership with other Authorities and organizations, in particular Maldon District Council. The relationship between the Town Council's Officers and Officers of the District Council is excellent.

The Town Council has made provision of £20,000 within its 2018/2019 Budget for the Community Protection Officer Service for Burnham.

The Town Council continues to work with a number of other organizations for the benefit of residents, such as the Maldon & District Citizens' Advice Bureau.

The Town Council is consulted, during every Municipal Year, on innumerable subjects by the Government, Government Agencies, Essex County Council, Maldon District Council and many other bodies and groups, too numerous to mention individually. Wherever possible, the Town Council considers the subject matter and gives a suitable response. If this is not possible, for time or other reasons, Authority is delegated to the Town Clerk, in consultation with a nominated Town Councillor/s to respond on the Town Council's behalf.

MALDON DISTRICT LOCAL DEVELOPMENT PLAN (LDP)

The Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government, approved the LDP on 21 July 2017.

BURNHAM-ON-CROUCH NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

The Burnham-on-Crouch Neighbourhood Development Plan was 'made' by Maldon District Council on 7 September 2017. It now forms part of the development plan, along with the Approved Maldon District Local Development Plan, for Burnham-on-Crouch.

Planning applications in the Neighbourhood Area must be considered against the Burnham-on-Crouch Neighbourhood Development Plan, as well as existing planning policy such as the Approved Maldon District Local Development Plan (2017) and the National Planning Policy Framework and National Planning Practice Guidance.



During the past year, Burnham has lost residents who made a distinct and considerable contribution to the Town and its wellbeing.

The Town Council would like to extend its sincere condolences to all those families in Burnham who have suffered a personal loss in the last twelve months.

A handwritten signature in black ink, appearing to read 'S Grimes', with a long horizontal flourish extending to the right.

SARAH GRIMES
TOWN CLERK

APRIL 2018