

# **MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON WEDNESDAY 26 JULY 2017**

**Present: - Town Mayor, Councillor Bob Calver.**

**Councillors – Vanessa Bell, Mrs Helen Elliott, Peter Elliott, Ron Pratt CC, Mrs Louise Pudney, Neil Pudney, Nick Skeens, Mrs Wendy Stamp and Mike Wood.**

**In Attendance: - Sarah Grimes, Town Clerk and David McNeill, Former Town Clerk.**

## **75 APOLOGIES FOR ABSENCE**

There were none.

## **76 DECLARATION OF ACCEPTANCE OF OFFICE**

Sarah Grimes, the Town Clerk, confirmed that Councillor Nicholas John Skeens, the Town Councillor elected to the North Ward of the Town on Thursday 20 July 2017, had signed his Statutory Declaration of Office as a Town Councillor and completed his Statutory Declaration of Interest in accordance with the Localism Act 2011 and Code of Conduct for Members, adopted by the Town Council.

The Town Mayor and Members welcomed Councillor Skeens.

## **77 DECLARATIONS OF INTERESTS**

There were none.

## **78 TOWN MAYOR'S ANNOUNCEMENTS**

Councillor Bob Calver, the Town Mayor, stated that it had been a very busy month.

He had attended: -

- the Maldon & East Essex Scouts' Annual General Meeting,
- the RNLI and Fire Station Open Days,
- the Dengie Project Trust opening of the new 'Knightswood' Day Care Centre,
- the 'Rock against Dementia' event held on the Quay, where over £1,000 had been raised to support an Essex Admiral Nurse.
- the 'count' for the Referendum. The result had been an overwhelming 'yes' vote for the Neighbourhood Development Plan. The Mayor thanked David and Eva McNeill, John Hitcham and Iain Corbett and everyone who had been involved with the Plan.

He had presented: -

- the St Matthew Cup, to the Royal Burnham Yacht Club,
- the trophies at the Burnham in Bloom Awards Presentation Evening. He thanked Julie Vaughan for her efforts in helping to organise the evening.

The Mayor reported that the Civic Service and dinner had been a great success. He thanked Father Mark North and the Town Clerk, for her "impeccable organisation whilst still short handed in the office".

## **79 MINUTES AND MATTERS ARISING**

**RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 27 June 2017, be confirmed and signed.**

## 79 MINUTES AND MATTERS ARISING (continued)

### Matters Arising:

Minute 53 1. DENGIE ENTERPRISE SUPPORT – BEST GROWTH HUB

**RESOLVED: - that the Dengie Enterprise Support Service be allowed the use of the Town Council Chamber or a room at Station House at no charge until the result of its funding bid is known and if that bid be successful, the Service be charged £6.50 per hour for the use of either facility and that charge to be backdated.**

Councillor Mrs Wendy Stamp reiterated her previous comment that the Town Council should be supporting the Service and that allowing them free use of the Town Council Chamber would be a gesture of goodwill. Councillor Stamp referred to the recent Statement issued by Councillor Mark Durham, Leader of Maldon District Council as follows: -

*“Economic growth and prosperity across the Maldon District is rightly high on our agenda. Over the coming year our Economic Development Team, headed by a new manager will be increasing its level of business engagement, particularly in relation to our many small and medium sized businesses”*

*“Our team will continue delivering business engagement events, plus representing the Council as an executive member of the Burnham-on-Crouch Chamber of Commerce”.*

*“Another key focus over the year will be creating a package to promote the Maldon District as a place of choice to start and grow a business. The Council plans to increase small business unit space, increase employment and improve business survival rates by co-ordinating the delivery of an Enterprise Centre”.*

Councillor Mrs Stamp stated that further to Minute 53 1. and with the support of two other Councillors, she intended to give written notice to the Proper Officer in accordance with Standing Order 36a) for this Item to be revisited at the next Meeting of the Town Council to be held on Tuesday 5 September 2017.

Minute 53 4. STREET NAMING

Wendy Tillett of Maldon District Council Street Naming and Numbering team, had advised that the following street names had been proposed by Persimmon Homes with regard to land south of Green Lane and north of Maldon Road - Grangewood Park Avenue/Pannels Brook Crescent/Yacht Way/Boatyard Avenue/Harbour Road/Pond View or Pond Crescent/Spinnakers Way/Brook Way or Brook Street/Oak Crescent or Oak Road/Hawthorn Street or Hawthorn Close.

Councillor Mike Wood had stated that ‘Hawthorn’ had already been used within the Town and it was **RESOLVED: - that the Town Council objects to the names Hawthorn Street or Hawthorn Close on the grounds that similar names already exist and this could cause confusion for postal delivery and the emergency services.**

The Town Clerk reported that she had submitted the Town Council’s objection and that Wendy Tillett had confirmed that ‘Hawthorn’ had been excluded from the naming process.

Having regard to a comment made during the June Meeting, the Town Clerk confirmed that “before a vote is taken, in all circumstances, a proposition must be seconded” (Minute 67 d) of the Meeting of 23 July 2008 refers).

## 80 PLANNING COMMITTEE MINUTES

**RESOLVED: - that the confirmed Minutes of the Planning Committee Meetings held on Tuesday 27 June and Monday 10 July 2017, be duly received.**

## 81 TOWN CLERKS' REPORT

This was noted and in particular: -

### 3. TRAINING

Information had been received from Joy Darby of the EALC regarding the 'Short Course Programme' on-site training for Councillors. The Town Clerk confirmed that the balance of the Training Budget was £830 and it was

**RESOLVED: - that the Town Clerk ascertain how many Councillors would like to participate in the 'Short Course Programme' and co-ordinate with Joy Darby as to possible dates.**

Councillor Mrs Stamp stated that she had attended further EALC courses and requested that the Town Council authorise payment from the Training Budget and it was

**RESOLVED: - accordingly.**

### 5. LONDON SOUTHEND AIRPORT (LSA) CONSULTATION

Councillor Peter Elliott stated that he would be attending a London Southend Airport Liaison meeting in August and would report back to the next Meeting of the Town Council.

## 82 DIARY DATES

**Members noted the following: -**

- a) **Burnham Town Council Planning Meeting – Wednesday 26 July  
7 pm in the Town Council Chamber.**
- b) **Burnham Town Council Statutory Meeting – Wednesday 26 July  
7.30 pm in the Town Council Chamber.  
*TOWN COUNCIL'S SUMMER RECESS 27 JULY – 4 SEPTEMBER (INCLUSIVE)***
- c) Neighbourhood Action Panel Meeting – Thursday 27 July  
7 pm in the Town Council Chamber.
- d) Carnival Committee Meeting – Tuesday 1 August  
8 pm in the Town Council Chamber.
- e) Dengie D' Caf – Wednesday 2 August  
10 am – 1 pm in the Town Council Chamber.
- f) Royal British Legion Meeting – Monday 7 August  
7.30 pm in the Town Council Chamber.
- g) **South Eastern Area Planning Committee Meeting – Monday 14 August  
7.30 pm in the Town Council Chamber.**
- h) Carnival Committee Meeting – Tuesday 15 August  
8 pm in the Town Council Chamber.
- i) Town Council/JCC Burnham Week Reception – Friday 25 August  
details to be confirmed.
- j) **BURNHAM WEEK 26 AUGUST – 2 SEPTEMBER**
- k) Quay Day – Bank Holiday Monday 28 August
- l) District Councillor Surgery – Saturday 2 September  
10.30 am to 11.30 am in the Town Council Chamber.
- m) Royal British Legion Meeting – Monday 4 September  
7.30 pm in the Town Council Chamber.
- n) **Burnham Town Council Planning Meeting – Tuesday 5 September  
7 pm in the Town Council Chamber.**
- o) **Burnham Town Council Meeting – Tuesday 5 September  
7.30 pm in the Town Council Chamber.**

## 83 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott had nothing to report.
- b) Highways – Councillor Bob Calver, the Town Mayor, stated that following on from his last report, as requested, he had analysed the spreadsheet further to look at severity and location of accidents and now he had completed the work he had forwarded the revised spreadsheet to Mr Harris for NAP purposes.

The Mayor reported as follows: -

- road safety issues raised by residents – he had received a note from a resident requesting speed calming measures approaching the Maldon Road and Church Road junction. Although this represents a concern, speed humps or chicanes are not appropriate,
- request via Mr Ken Harris as part of the 'brought forward' list from the Environment Committee, to ask for an *elderly persons crossing* sign adjacent to St Mary's Road. Having met with Mr Harris, the Mayor had agreed that this is not a safe place to cross but there were several safer places to cross close by and that the requested sign, whilst appropriate to Althorne, where there is a Residential Home, was not, in his opinion, justifiable at this location.
- road safety issues going forward - in discussion with Mr Harris, it seemed sensible to separate road safety issues and 'environment issues'. Potholes and broken signs could be reported direct or via the Mayor as the Town Council's Highways Representative. However, road safety issues could be best dealt with through the Neighbourhood Action Panel (NAP), with Councillors Bell and Stamp bringing NAP issues to full Council for debate.
- parking – a request had been received from a resident of Station Road with no 'off street' parking, for the limited waiting period from the Millfields spaces opposite the library to be removed,
- reporting road defects – the Mayor had asked the Clerk's office to encourage the use of the ECC 'report a problem' site and asked that Members advise those people contacting them to do the same. The Mayor confirmed that he would, of course, report problems if residents could not use the site and that he had reported the following issues: - overgrown footpath in Winstree Road adjoining the path to the side of 57 Station Road, Tesco Zebra beacon, Southminster Road opposite Ormiston Academy overgrown path and a fallen tree across the footbridge on Path 14 (Inspector visit due).  
The Mayor stated that he had investigated the Highways issues reported in Mr Harris' letter to Councillor Wood and had reported a 30 mph sign on Maldon Road obscured by an overgrown tree and a damaged sign just after Springfield Road that might have been a 30 mph sign similar to the one on the opposite side of the road.
- standing water – report received of standing water on Foundry Lane and a complaint that a watercourse on Mill Road had been diverted and was likely to cause flooding. The Mayor stated he would investigate further and see if flooding did occur after the recent heavy rain
- Railway Bridge railings - following a resident's question he had contacted ECC Highways and the permanent repair would be done once adjacent repairs to water supplies were complete.
- Foundry Lane 'yellow cover' on pathway – this is the responsibility of Maldon District Council and had been reported to them.

Councillor Ron Pratt CC stated that the Highways Rangers could be requested to undertake works.

### 83 CO-ORDINATORS' REPORTS (continued)

- c) Environment – Councillor Mike Wood reported as follows: -
- he was dealing with many overgrown vegetation issues and in particular the overgrown conifers on the corner of Albert and Western Roads,
  - he would be meeting with the Town Council's grass cutting contractor that Thursday with a view to going around the Town and looking at the sites in the contract specification,
  - he would be meeting with Matt Wilson and Paul Clark from MDC, in August,
  - a letter had been received from the 'Friends of Hester Place' expressing their concerns following the resignation of former Councillor Mrs Una Norman. Councillor Wood confirmed that he would be making contact with Doug Aitken, the Chairman of the group,
  - Sheila Nutt had been the only person who had attended the recent Environment meeting.
- Councillor Mrs Stamp stated that the notice given of that meeting had been inadequate.
- Councillor Vanessa Bell stated that the issues with long grass in Riverside Park had worsened. Councillor Wood responded that he would raise this with Matt Wilson and Paul Clark.

### 84 DISTRICT COUNCILLORS' REPORTS

Councillor Neil Pudney reported that the Overview & Scrutiny meeting had been cancelled. He had attended an ECC Health Scrutiny induction meeting that day as a non-voting member. Councillor Pudney stated that he would be attending a meeting with John Nyland on 3 August.

Councillor Peter Elliott reported that the Secretary of State had approved the Maldon District Local Development Plan and that this would change the approach to future planning applications. Negotiations were ongoing in respect of the new contractor to run Millfields Caravan Park and it was anticipated that a planning application would be made in the next 3-6 months. The Finance Committee would be starting negotiations to determine the Council Tax for 2018/19 and the first seminar would take place in September.

Councillor Pratt reported that the Community Services Committee had considered a report regarding which shortlisted 'hub' projects within Burnham-on-Crouch should be implemented as part of the Dengie Gateway Project. The Committee had agreed that, subject to further consultation with the Town Council and the Burnham community, the Council would progress the Riverside Woodland and Sculpture Trail.

### 85 TOWN COUNCIL REPRESENTATIVES' REPORTS

Councillor Pratt paid tribute to Robin (Harry) Harrington who died on 13 July 2017. Councillor Pratt stated that Harry had made a significant contribution, over many years, to the success of the Burnham Carnival and that he would be greatly missed. All Members concurred.

Councillor Mrs Stamp stated that the John Mardon Annual Quiz would take place on 22 November 2017 at the Southminster Bowls Club. She asked Members to let the Town Clerk know if they would like to take part.

Councillor Mrs Stamp had attended the Bradwell Legacy Partnership meeting.

The next meeting of the Chamber of Commerce would take place on 7 August and the next event on 13 September.

Councillor Bell reported that preparations for Burnham Week were ongoing.

### 86 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - that the payment of Accounts for July 2017 be approved and signed.**
- b) The comparison of actual to budgeted payments and receipts to July 2017 was noted.
- c) Members noted that the Annual Return and supporting documentation for 2016/2017 had been submitted to PKF Littlejohn LLP, the Town Council's External Auditor.

**87 GRANTS AND DONATIONS**

**The Budget for 2017/2018 was £2,100.**

All Members had received a copy of the letter from Caroline Sarychkin, Chairman of the Burnham Carnival Committee, requesting financial assistance for this year's Carnival and it was

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

**88 TOWN COUNCIL SURGERIES**

A Surgery would be held in the Council Offices between 10.30 and 11.30 am on the following dates: - (no appointment is necessary)

SATURDAY 12 August – Recess

SATURDAY 9 September – Councillors Nick Skeens and Mrs Wendy Stamp.

**89 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

a) Maldon District Local Development Plan – Councillor Pratt reported that the Secretary of State for Communities and Local Government, had approved the Maldon District Local Development Plan, which incorporated the main modifications recommended by the Inspector.

b) Neighbourhood Development Plan – the Referendum on the NDP was held on Thursday 20 July 2017. David McNeill, the former Town Clerk reported that there had been a 26% turnout for the Referendum (electorate 6,367) with the following result:

YES 1,432 NO 204

Mr McNeill stated that the Plan is a credit to everyone involved.

The Town Mayor thanked and congratulated David McNeill, Mrs Eva McNeill, John Hitcham and Iain Corbett for their considerable efforts which had led to such a positive result. All Members concurred.

Councillor Mrs Stamp proposed that the Town Council ask Ian Butt, Strategic Planning Policy Manager at Maldon District Council, to meet with Town Councillors to brief them on the implementation of the NDP going forward and it was

**RESOLVED: - that the Town Clerk contact Mr Butt accordingly.**

Councillor Peter Elliott stated that the Burnham Plan is the first in the District to be taken forward to referendum. He requested that all Town Councillors have a copy of the final Plan.

Councillor Mrs Stamp proposed a committee of Town Councillors to be responsible for the strategy and implementation of the NDP.

Councillor Peter Elliott stated that this should be the responsibility of all Town Councillors or a small working group and it was

**RESOLVED: - that an Item to consider the implementation of a Neighbourhood Development Plan Strategy Group be included on the Agenda for the next Meeting of the Town Council.**

**90 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**

Councillor Peter Elliott reported that he had attended to Liaison meeting held on Wednesday 19 July 2017. S73 planning applications were currently in with Essex County Council for determination. The RSPB do not expect them to be rejected. Councillor Elliott stated that there may be a chance of a ferry “somewhere down the line”. Very few visitors are going through Burnham. Councillor Elliott reported that Cell C had been reconfigured.

Councillor Mrs Stamp asked about the effect on the sea walls.

Councillor Elliott stated that Cell C is on the Roach.

The Town Mayor stated that the changes do not affect the flow of the tide.

- 91 NEIGHBOURHOOD ACTION PANEL (formerly local police community meeting)**  
Members noted that the next meeting of the above would be held on Thursday 27 July 2017.  
Councillor Mrs Stamp stated that there is a need to look at the reduction of accidents as a whole and that a meeting was scheduled with Adam Pipe, Essex Police Casualty Reduction Manager.
- 92 PEDESTRIAN CROSSING IN CHURCH ROAD**  
Councillor Mrs Stamp reported that extra railings had been approved and Councillor Pratt stated that these works had been completed and it was  
**RESOLVED: - that ‘PEDESTRIAN CROSSING IN CHURCH ROAD’ be removed as a Standing Item from future Agendas of the Town Council.**
- 93 ALLOTMENTS**  
All Members had received copies of the forty-six letters from plot holders. Members who attended the meeting with the Allotment Committee on Monday 3 July 2017, to discuss any issues arising from the annual inspection, reported that there was nothing to discuss except that under Agenda Item 28 ii) (Minute 102 ii)).
- 94 TOWN COUNCIL WEBSITE**  
Further to Minute 51 of the Meeting of the Town Council held on Tuesday 27 June 2017, Members debated, at length, the updating and maintenance of the Town Council’s website and it was  
**RESOLVED: - that a) the Toolkit Websites contract would not be renewed and ii) a website working party consisting of Councillors Vanessa Bell, Peter Elliott, Nick Skeens and Mrs Wendy Stamp be appointed to meet with potential ‘webmasters’ and report back to the next Meeting of the Town Council accordingly.**
- 95 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES**  
Further to Minute 69 of the Meeting of the Town Council held on Tuesday 27 June 2017, Members were appointed to represent the Town Council on external organizations/bodies.  
New appointments are show in *bold italics*.

<b>EXTERNAL ORGANIZATIONS/ BODIES</b>	<b>APPOINTEE/S</b>
3 Essex County Council's Parish Transport Meetings (twice yearly)	Rev. Paul Haworth ( <b>Cllr. Bob Calver to deputise</b> ).
6 Aylett's Charity	Cllrs. Mrs Helen Elliott, Mrs Louise Pudney & <b>Mike Wood</b> .
9 Memorial Fund	<b>Delete – fund expended.</b>
10 Friends of Hester Place	<b>Cllr. Nick Skeens.</b>
11 Station House Management Committee	Town Mayor, Cllrs. Peter Elliott, <b>Ron Pratt</b> plus Mrs Tracy Saunders, AGA, ESSCRP, ECC(Arts), BTF & the Town Clerk
13 Railway Bridge Task Force	<b>Cllr. Mike Wood.</b>
18 Local Liaison Committee for RSPB Wallasea Island Coastal Wildlife Reserve	Cllr. Peter Elliott.
23 Dengie Hundred Bus Users' Group	<b>Rev. Paul Haworth.</b>
26 Riverside Park Task Force	Cllrs. Vanessa Bell, Bob Calver, <b>Nick Skeens</b> and Mrs Wendy Stamp
27 Coastal Community Team	Cllrs. <b>Vanessa Bell</b> and Mrs Wendy Stamp

**96 SUMMER SWIMMING**

The Town Clerk reported that the summer Swimming Programme had started on Monday 24 July and would run until Friday 25 August 2017.

**97 STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Clerk reported that Meetings of the Standing Orders and Financial Regulations Review Groups would be scheduled during the Town Council's summer Recess and that Members and the Town Clerk would report back to the next Meeting of the Town Council to be held on Tuesday 5 September 2017.

**98 ANY OTHER BUSINESS**

There was none.

**99 QUESTIONS**

Q. When will the Railway Bridge railings be repaired?

A. Repairs cannot be undertaken until Essex Water has completed its works.

Q. What is happening with the wreck of the boat on the Quay?

A. The Crouch Harbour Authority is pursuing this issue. Councillor Neil Pudney is the Town Council's Representative to the CHA. He will take this matter up and liaise with Councillor Skeens. Councillor Pudney will report back to the next Meeting of the Town Council.

Q. I welcome that Ian Butt is being invited to meet with Councillors, can I urge the Council to give notice to discuss the delays in the NDP and the lessons learned?

A. Yes - noted.

Q. I welcome the setting up of a website working party; can I please urge them to benchmark a few small Town Council websites?

A. Yes – noted.



- 100 SUMMER RECESS – DELEGATION OF AUTHORITY 27 JULY TO 4 SEPTEMBER 2017**  
**RESOLVED: - that “authority be delegated to the Town Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in consultation with the Town Mayor, Deputy Town Mayor and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council”.**
- 101 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.**
- 102 STAFF MATTERS AND LAND MATTERS**  
i) The Appointments Panel reported that interviews for a Deputy Town Clerk had taken place and that there was a successful candidate.  
ii) Further to Minute 73 of the Meeting of the Town Council held on Tuesday 27 June 2017, Members discussed the Lease of the Allotment site in Arcadia Road to the Burnham Allotment & Garden Holders' Association and it was  
**RESOLVED: - that this Item be deferred to the next Meeting of the Town Council to allow for further information to be sought.**
- 103 CLOSURE OF THE MEETING**  
Having considered and determined all items of business, the Meeting was closed at 9.10 pm.