

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 26 JUNE 2018

Present: - Town Mayor, Councillor Mrs Wendy Stamp

Councillors: – Vanessa Bell, Ron Pratt C.C., Nick Skeens

In Attendance: - Town Clerk, Sarah Grimes.

Sound Recording of Meeting

This Meeting was recorded.

376 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bob Calver, Mrs Louise Pudney, Neil Pudney and Mike Wood.

Clerk's Note: Apologies were received after the Meeting from Councillors Mrs Helen Elliott and Peter Elliott and have been accepted.

377 DECLARATIONS OF INTERESTS

There were none.

378 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Mrs Wendy Stamp, the Town Mayor, reported that she had been exceptionally busy, attending meetings and events as follows: -

- i) Cllr Dewick's open garden day on behalf of the British Red Cross. There were some super ideas on wild meadow planting which Cllr Bell and she were discussing with MDC. The Mayor would be attending another open day in July.
- ii) a few days helping plant the planters with children from Burnham pre-school, Breakaway, Close to Home and Ducklings, at the Station. The Mayor said that "they looked fantastic and the kiddies loved the watering best."
- iii) St Marys School Fete, where she had a dance with one of the pupils.
- iv) Burnham Primary School, where she had decorated biscuits and had tested her strength on the 'minion hammer' game.
- v) the SEAN dinner at the Corinthian, with Cllr. Bell. It had been a super event, with Jane English providing excellent music and a substantial amount of money was raised.
- vi) the Art Trial launch event which had been fabulous.
- vii) She had popped in to support the Rugby Club, who carried out a mammoth task of clearing the ditches, trees replacing fencing etc. which is greatly appreciated. The Mayor thanked the club on behalf of Burnham.
- viii) helped the Bridge Task Force, a group of volunteers who work so hard for Burnham. The Mayor asked that if anyone knew of any other volunteers that would help, would they please contact Cllr. Bell or the Town Clerk.

379 BURNHAM RUGBY CLUB

Mr Niall Hornett from the Burnham Rugby Club attended the Meeting to outline the work and aims of the Club. Mr Hornett reported that the club: -

- is inclusive, offering playing and social participation for all ages.
- is a fully accredited Rugby Football Union club.
- has a thriving ladies/girls team who play on a social level with other local clubs.
- wants to grow by a minimum of 10% -15% in terms of membership each year.
- aims to bring the social aspect back together, using facilities at the Dengie Hundred Sports Centre.
- participates in the ground force challenge each year.

379 BURNHAM RUGBY CLUB (continued)

Mr Hornett said that the Club has a number of immediate challenges and is seeking the Town Council's support. They are: -

- parking restrictions at Millfields.
- use of the social/bar facility at Dengie Sports Centre. Discussions had been opened with Maldon District Council and 'Places for People'.
- the lease on the fields expires in 2022.

Councillor Ron Pratt C.C. stated that the bar and clubhouse issues had always been a problem. Councillor Pratt proposed that "Burnham Town Council fully supports the Burnham Sports Club's endeavours". It was

RESOLVED: - that Burnham Town Council fully supports the Burnham Sports Club's endeavours.

380 MINUTES AND MATTERS ARISING

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 29 May 2018, be confirmed and signed.

381 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Meeting held on Monday 4 June 2018 be duly received.

Councillor Pratt stated that at the above Planning Meeting, it had been Resolved that Members revisit the following:-

- i) The Town Council's procedures regarding 'member call ins'.
- ii) The Town Council's policy of speaking at Maldon District Council South Eastern Area Planning Committee Meetings. It was

RESOLVED: - that this be included as an Item on the Agenda for the next Meeting to be held on Tuesday 24 July 2018.

382 TOWN CLERKS' REPORT

This was noted and in particular: -

MID ESSEX HOSPITAL SERVICES NHS TRUST

Notification had been received of a second meeting about the planned changes to merge with the hospital trusts in Basildon and Southend. The meeting was scheduled for Thursday 19 July at Broomfield Hospital. It was

RESOLVED: - that Councillor Neil Pudney be asked to represent the Town Council.

MALDON DISTRICT COUNCIL STATEMENT OF LICENSING POLICY

Maldon District Council is required by law to publish a Statement of Licensing Policy; its existing policy will expire in January 2019. The Council has reviewed and updated its policy and as part of the consultation process is seeking feedback from stakeholders. Comments are requested by 15 August 2018.

RESOLVED: - that determination of the Town Council's formal response be deferred until the next Meeting to be held on Tuesday 24 July 2018.

DRAFT MALDON DISTRICT VEHICLE PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (SPD)

DRAFT MALDON DISTRICT STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

The District Council is seeking comments on the above documents to help it implement the Approved Local Development Plan for the Maldon District (2014-2019).

Comments are requested by 26 July 2018.

RESOLVED: - that determination of the Town Council's formal response be deferred until the next Meeting to be held on Tuesday 24 July 2018.

383 DIARY DATES

These were noted.

384 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott was not present. Councillor Mrs Stamp, the Town Mayor, stated that she had details of a van for sale, suitable for the Town Council's requirements and she had been liaising with Councillor Elliott. The Mayor asked if, in the absence of Councillor Peter Elliott, Members wished her to pursue this. Councillor Pratt agreed but stated that he was uncomfortable with purchasing a second hand vehicle. The Mayor reminded Members of the limited budget and it was
RESOLVED: - that Councillor Mrs Stamp continue with the process to purchase a new van.
Councillor Mrs Stamp reported that Maldon District Council require a Planning Application and architects drawings for the replacement window/wall in the Clerk's office. Despite attempts by herself and Councillor Elliott, it had not been possible to obtain quotations from three architects who could complete drawings within a short timescale. Having regard to this, the Mayor requested that Members accept the one quotation received, in the sum of £595:00 to allow the process to continue. Copies of the quotation had been tabled. It was
RESOLVED: - the architect's quotation in the sum of £595:00 be approved.
- b) Highways – Councillor Bob Calver had submitted a written report which had been circulated. Members noted that the light on the railway bridge had been replaced.
- c) Environment – Councillor Vanessa Bell had submitted a detailed written report which had been circulated. Councillor Bell urged everyone to visit the Art Trail.

Councillor Pratt asked if the Southminster Road planter would be planted up. The Town Mayor responded that Maldon District Council would be re-siting it to a position where it could be planted safely. The Clerk confirmed that the planters are owned by the Town Council.

The Mayor had circulated a list of areas that are not currently being maintained within the Town Council's cutting contract, together with an itemised quotation for these works. Councillor Pratt asked if the Highways' Rangers could carry out any of the work. It was
RESOLVED: - that additional costs for works be approved with the exception of Alexander and Princes Road, which Councillor Bell would be progressing with Sue Finch and the payback team.

Mr and Mrs Sadler were thanked for their continued support of environment projects. The Mayor thanked Councillor Bell for her hard work and also Peter Clarke of Maldon District Council.

- d) Neighbourhood Development Plan – Councillor Mrs Stamp, the Town Mayor, had received a sample of the binding and it was
RESOLVED: - that the printing be approved.

385 DISTRICT COUNCILLORS' REPORTS

Councillor Pratt reported as follows: -

Planning & Licensing - the costs for the Tourist Information Centre for the coming year had been discussed. A decision had been deferred as "there were so many unanswered questions." Councillor Pratt stated that he would continue to push for the service to continue.

The Council is trying to change the rules of delegation for planning.

Local Highways Panel – the roundels which had erroneously been reported as being completed would be completed in the not too distant future.

No other District Councillors were present at the Meeting.

386 TOWN COUNCIL REPRESENTATIVES' REPORTS

Councillor Bell –

i) items for consideration under the Community Action Panel would be on the Agenda for the July Meeting.

The Town Clerk would again ask Mr Harris if he wanted to make a presentation to Council.

The Mayor stated that the list of items for consideration was far too long.

ii) the next Hester Place work party would be held on 8 September 2018.

iii) an emergency meeting of the Bridge Taskforce would be held the following evening.

The Town Clerk was asked to inform Councillor Mike Wood, as the Town Council's representative to the group.

Councillor Skeens –

i) the formation of the Vanguard Trust was still in progress.

ii) the BMX project had slowed down.

iii) the Little Ships plaque was erected and the information board is being sponsored. Two more Little Ships had been discovered.

Councillor Pratt reported that plans for the Carnival are progressing and that he had not been informed of the Chapel Group Meeting, as the Town Council's representative.

The Town Clerk stated that she would contact the group accordingly.

Councillor Mrs Stamp reported that the next Chamber of Commerce meeting was scheduled for 17 July 2018.

387 ACCOUNTS AND TRANSFER OF FUNDS

a) Members noted that the accounts for June 2018 and comparison of actual to budgeted payments and receipts to June 2018 will be presented to the Town Council Meeting in July for Members' consideration.

b) Members considered the Annual Governance Statement (review of the effectiveness of the system of internal control) and it was

RESOLVED: - that section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2017/18, be approved.

c) Members considered section 2 of the Annual Governance and Accountability Return for 2017/18 and it was

RESOLVED: - that i) section 2 of the Annual Governance and Accountability Return for 2017/18, be approved and ii) the Return be signed accordingly.

388 GRANTS AND DONATIONS (GENERAL)

The Budget for 2018/2019 was £2,700.

No applications had been received.

389 TOWN COUNCIL SURGERIES

RESOLVED: - that Councillor Nick Skeens and the Town Mayor attend the surgery to be held on Saturday 14 July 2018.

390 COMMUNITY ACTION PANEL (standing item)

This was discussed under Minute 386.

391 DENGIE HUNDRED GROUP OF PARISH COUNCILS (standing item)

The cyber security event had been well attended. The next meeting was scheduled for 26 September 2018 and the Community Protection Officers would be giving a presentation.

392 TOWN COUNCIL WEBSITE

The website editor reported that Members who attended the presentation held on Saturday 16 June 2018 had the opportunity to look at the site.

Peter Layzell had raised some concerns regarding GDPR. The Town Clerk responded that all the relevant policies had been sent for inclusion on the website and that she would contact the Data Protection Officer regarding any potential GDPR issues with the new site.

Mark Eagling would be contacting the Town Clerk regarding the official domain transfer. Terms of Reference had been circulated to Members.

The Mayor stated that she had two areas of concern, i) that day to day editorial control should operate in consultation with the Town Clerk and ii) the burnhamoncrouchtowncouncil address should appear before the burnhaminfo address. It was

RESOLVED: - that subject to i) and ii) above, the website Terms of Reference be approved.

The Mayor thanked Councillor Skeens for his hard work.

393 PIPPINS ESTATE SECTION 106 PAVILION AND THE HAUL ROAD PLANNING CONDITIONS

The Mayor stated that she was awaiting a reply regarding the Section 106 pavilion.

Councillor Skeens stated that he had contacted the Ambulance Service regarding the Haul Road and was awaiting a response.

394 ALLOTMENTS

The Town Mayor read the following statement: -

“(1) Cllr Elliott and I attended a meeting with Moat yesterday and we are pleased to report to Members, the allotment committee and residents, the meeting and discussions are progressing in a positive direction. Moat has asked BTC to provide some information regarding the number of plots etc of which we will do. A further meeting will be arranged in due course.

(2) All members have received a copy of the ICO (information commission’s office) report regarding an FOI request from a resident regarding the title to the allotments and the purported transfer of land. The ICO found Burnham Town Council had breached regulation 5 (2) of the EIR (Environmental Information Regulations 2004, taking longer than 20 working days to disclose the information to the complainant. The commissioner also found the Council to in breach of regulation 5 (1), a public authority that holds environmental information shall make it available on request.

I wish to reassure members of the public and press that BTC have reviewed existing policies, introducing new policies and procedures in line with EALC and NALC rules and regs Essex Association of Local Councils and National Association of Local Council and will continue to do so.

Members will also note paragraph 29 states the all Council officers should undergo training and review its management processes. I wish to state clearly that the town clerk was not in any way responsible for the way this FOI was handled from the outset in August 2017. In future all FOI requests will be processed by the town clerk, not Councillors.”

The Town Mayor proposed that the ICO decision be posted on the Council’s website immediately. It was

RESOLVED: - accordingly, and that the complainant’s details be removed.

Councillor Pratt stated that he would like to explore the Mayor’s frustration on this issue.

He said that these decisions should be included on the Council’s Agenda and brought to Council to vote upon and not be decided by email. As long as the Council was Quorate it could make a decision. It was easy to miss an email and there should be open and free debate. He stated that the Mayor had treated the Item correctly at the Meeting.

The Mayor stated that she took on board Councillor Pratt’s concerns.

394 ALLOTMENTS (continued)

Councillor Skeens suggested an amendment to Standing Orders to allow certain decisions to be made by email. The Mayor and Clerk confirmed that the Standing Orders Review Group would be meeting during recess. Members could put forward amendments for consideration in July.

The Mayor asked that the Town Clerk formally record in the Minutes, her appreciation of the Members who had attended that evening's Meeting. The Mayor stated that all Councillors were aware of what was coming up on this Item.

395 SOCIAL MEDIA POLICY

Further to Minute 367 of the Meeting of the Town Council held on Tuesday 29 May 2018, Members considered the above policy. Councillor Bell pointed out an error on page 2 point f) which should read 'of' not 'or'. It was

RESOLVED: - that subject to the above amendment, the Social Media Policy be adopted.

396 MARSH ROAD ACCESS

Further to Minute 367 of the Meeting of the Town Council held on Tuesday 29 May 2018, Councillor Skeens asked if Essex County Council could help with this issue.

Councillor Pratt requested that Councillor Skeens write to him as Essex County Councillor.

397 ANY OTHER BUSINESS

There was none.

398 QUESTIONS

Q. Will the Town Council respond to the dog control consultation?

A. This has already been done.

Q. There has been some solid work done by Councillor Bell. Can we stop fly posting?

A. The Council will look at this. There is a need to inform people of upcoming events.

Q. Where has the Talking Bench gone?

A. It has been damaged and removed for repair.

In response to a member of the Press regarding the merger of the Burnham Standard into the Maldon & Burnham Standard, Members felt strongly that the Burnham clock tower logo should be kept.

Q. Why did the other Councillors not attend the Meeting?

A. Many of the Councillors "wear many hats".

Q. Where is the Item on the Finance Committee?

A. This has been deferred to July.

Q. Why is there no "RAG" status report on the NDP?

A. We will look at this.

399 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.

Councillor Pratt asked for confirmation that the items needed to be discussed in Private Business. This was given.

400 LAND MATTERS

The Mayor reported that legal documents were currently being drawn up and the Town Council would need to engage its own Solicitor. It was

RESOLVED: - accordingly.

401 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 9.20 pm.