

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 29 MAY 2018

Present: - Town Mayor, Councillor Mrs Wendy Stamp

Councillors: – Vanessa Bell, Bob Calver, Mrs Helen Elliott, Peter Elliott, Mrs Louise Pudney, Neil Pudney, Nick Skeens and Mike Wood.

In Attendance: - Town Clerk, Sarah Grimes.

Sound Recording of Meeting

This Meeting was recorded.

344 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ron Pratt C.C.

345 DECLARATIONS OF INTERESTS

There were none.

346 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Mrs Wendy Stamp, the Town Mayor, thanked Councillor Bob Calver for his efforts during his term of office. Councillor Mrs Stamp reported that she had attended the funeral of Judy Bush, judged the Burnham Primary School colouring competition and attended and started the Rotary 10k Run. She had been unable to present the St Matthew's Cup as racing had not completed and the presentation was being re-scheduled for July.

The Mayor requested that Agenda Item 18 be considered after Agenda Item 27 and that Agenda Item 23 be considered alongside Agenda Item 9c). It was

RESOLVED: - agreed.

347 BURNHAM RUGBY CLUB

Representatives from the Burnham Rugby Club were unable to attend the Meeting to outline the work and aims of the Club. This was deferred to a future Meeting.

348 MINUTES AND MATTERS ARISING

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 10 April 2018, the Minutes of the Extraordinary Meetings held on 23 April and 1st (3rd) May and the Statutory Annual Meeting of the Council held on Wednesday 9 May 2018, be confirmed and signed.

349 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Tuesday 10 April, Wednesday 9 and Tuesday 22 May 2018 be duly received.

350 TOWN CLERKS' REPORT

This was noted and in particular: -

CALENDAR OF MEETINGS 2018/19

All Members had received a copy of the draft calendar. It was

RESOLVED: - that the calendar of Meetings for 2018/19 be approved and adopted.

350 TOWN CLERKS' REPORT (continued)

DENGIE ROCKS AGAINST DEMENTIA (3)

The above event will take place on Sunday 15 July 2018. Julia Mells, Chair of SEAN, had requested the Town Council's support. This would involve the loan of equipment and assistance in arranging CPO cover. It was

RESOLVED: - that the Town Council supports the event.

"THERE BUT NOT THERE"

Following the 2014 ceramic poppies at the Tower of London, which represented the 888,246 British and Commonwealth servicemen who lost their lives in the First World War, the Tommy 'there but not there' figures commemorates the centenary of the end of the 1914-1918 war and those who lost their lives. It was

RESOLVED: - that the Town Council purchase one 'Tommy' statue at a cost of £35 and that it be dedicated to the memory of Gordon Alfred Hawkes, the first man from Burnham to be killed in WWI, with an engraved plaque.

CHIEF EXECUTIVE MALDON DISTRICT COUNCIL

All Members had received a copy of an email from Fiona Marshall, Chief Executive of Maldon District Council, responding to various questions that were put to her at the Annual Town Meeting held on 24 April 2018. Members of the public who asked questions at that Meeting had also received a copy of this response.

The Town Clerk reported that the Community Services Committee had approved a twelve week consultation period for a Public Spaces Protection Order.

351 DIARY DATES

No diary dates were presented to the Meeting.

352 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott had nothing to report.
- b) Highways – Councillor Bob Calver had submitted a detailed written report. Members agreed that Councillor Calver and the Town Mayor would continue to pursue the issue of yellow lines at Millfields.
- c) Environment – Councillor Mike Wood stated that he had requested the MDC cutting schedule. He stressed the importance of grass cutting within the Town and stated that the Town Council should pursue the possibility that the Town Council take on responsibility for this.

Hanging baskets – the Town Clerk reported that the Limes were able to provide hanging baskets and that Mr Sadler had offered a 20% discount on the quoted prices. The Town Clerk stated that she had spoken with Mr Sadler and that he had generously donated the plants provided for environment projects during 2017. It was

RESOLVED: - that i) sixty hanging baskets be purchased, ii) hanging baskets be sold to residents in Station Road and the High Street for £12 each and iii) the Town Council's sincere gratitude be conveyed to Mr Andy Sadler.

Railway Bridge Taskforce volunteers – the future of the group is under consideration. Councillor Vanessa Bell reported that extra volunteers were coming forward and that Duke of Edinburgh students are now involved.

Request for replacement sand for Burnham beach – Councillor Nick Skeens outlined the dredging process and the environmental issues associated with it. Councillor Peter Elliott stated that this Item would have to wait until dredging was completed. It was

RESOLVED: - that Councillors Bob Calver and Neil Pudney liaise with the Crouch Harbour Authority and report back to a future Meeting of the Town Council.

352 CO-ORDINATORS' REPORTS (continued)

The Town Clerk stated that she had received a quotation for the new planting scheme at the War Memorial and it was

RESOLVED: - that the quotation in the sum of £250 be approved.

Environment Co-ordinator (Agenda Item 23)

Councillors Mike Wood and Vanessa Bell both addressed the Meeting and Members debated the role of the Co-ordinator.

Councillor Nick Skeens proposed Councillor Vanessa Bell and this was seconded by Councillor Mrs Wendy Stamp. Councillor Neil Pudney proposed Councillor Mike Wood and this was seconded by Councillor Mrs Helen Elliott.

The Town Mayor made the point that at previous Meetings Councillor Wood had said that he could not attend meetings during the day. She reminded Members that many of the volunteer groups meet during the daytime and the Council relies on its volunteers. The Mayor stated that Councillor Wood had worked hard but she felt that Councillor Bell should take this forward. She had a good working relationship with Mr Wilson and a wide social media network.

The Clerk reminded Members that the second proposal was to be voted on first.

There being an equality of votes, the Town Mayor exercised her casting vote and it was

RESOLVED: - that Councillor Vanessa Bell be appointed as the Town Council's Environment Co-ordinator.

Councillor Wood was thanked for his efforts during the previous twelve months.

- d) Neighbourhood Development Plan – the Town Mayor stated that she would report on quotations received during Private Business. The cover for the NDP had already been agreed.

353 DISTRICT COUNCILLORS' REPORTS

Councillor Neil Pudney stated that he had attended a Community Infrastructure Levy (CIL) seminar. He asked the Clerk to forward the notes to all Members.

The Mayor asked if this would replace Section 106 and Councillor Pudney replied that it would run alongside and needs approval by the Inspector.

Councillor Pudney stated that the next Children's Wellbeing meeting was scheduled for 9 June 2018.

354 TOWN COUNCIL REPRESENTATIVES' REPORTS

Councillor Skeens reported that: -

- He had encouraged the BMX group to set up a 'social enterprise' to assist with obtaining funding. Councillor Skeens confirmed that he would not be a signatory.
 - The Vanguard Trust had still not been formed.
 - The Little Ships Ceremony would take place the following day.
- Councillor Bob Calver confirmed that the Chaplain of the Association would lead the Service.

Councillor Bell stated that NAP was now called CAP - Community Action Panel. Work at Hester Place was ongoing, with support from Matt Wilson.

Councillor Calver reported that the Burnham Week website was now 'live'.

Councillor Mrs Stamp reported that: -

- The Chamber of Commerce cyber security event had a low attendance.
- She had attended a community rail meeting that morning led by Paul Haworth. This aimed to promote the Crouch Valley railway line. Pressure would be exerted on Wickford to get a lift.

355 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - that the payment of Accounts for May 2018 be approved and signed.**
- b) Members noted the comparison of actual to budgeted payments and receipts to May 2018.

356 GRANTS AND DONATIONS (GENERAL)

The Budget for 2018/2019 was £2,800.

An application in the amount of £100 had been received from Burnham Young Mariners. Members were reminded that at the Meeting of the Town Council held on 13 April 2016 (Minute 368 c), an annual bursary of £100 (for an initial five year period) was approved. It was

RESOLVED: - that i) the annual bursary in the sum of £100 be approved and ii) the Town Clerk request feedback as to how the annual bursary has been used.

357 TOWN COUNCIL SURGERIES

RESOLVED: - that Councillor Vanessa Bell and the Town Mayor attend the surgery to be held on Saturday 9 June 2018.

358 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)

RESOLVED: - that RSPB Wallasea Island Wild Coast Project be removed as a standing Item from future Agendas.

359 NEIGHBOURHOOD ACTION PANEL (standing item)

- i) The change of name had already been noted.
- ii) The next meeting would be held on Thursday 31 May 2018.

360 DENGIE HUNDRED GROUP OF PARISH COUNCILS (standing item)

Councillor Mrs Stamp stated that the next meeting, on 20 June, would be held at Althorne Village Hall and the topic is cyber security.

361 TOWN COUNCIL WEBSITE

This was dealt with after Questions.

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

The Town Mayor stated that she had contacted Mark Woodger, Maldon District Council's Section 106 Officer, who would take this forward on the Town Council's behalf. Progress would be reported back to Council. The Mayor had received a suggestion for a boules court instead of a pavilion. She confirmed that the site could not be moved.

Councillor Skeens stated that there is no planning reason why the haul road could not become an emergency road. He would be speaking to the Emergency Services and would report back to a future Meeting.

363 ALLOTMENTS

The Mayor reported that she, Cllr Peter Elliott and Cllr Calver had met with two representatives of Moat Housing on 15 May 2018. They had expected to have received an email before the Council Meeting, so that they could report any further progress. However, due to MOAT staff holidays it had been delayed.

The Mayor stated that MOATs representatives had spoken to members of the allotment committee on site, stating that they are happy to offer the Town Council a 999 year lease. However, this is not as simple as it sounded and the Council could not discuss the terms of any lease agreement in open Council in accordance with Section 1 (2) of the Public Bodies (admissions to meetings) Act 1960.

363 ALLOTMENTS (continued)

The Council had also asked Moat to (taking into account the circumstances in which the land came into MOATs ownership), consider the Town Council having ownership of the allotment land returned.

The Mayor stated that “this land was gifted to the Town many years ago and we would like it back for the Town for many generations. We made this clear at this meeting as it transpired, Members, MOATs representative was unclear at the previous meeting. We are waiting for MOATs email and then we can discuss all the options at that stage”.

The Mayor asked for Members comments and asked them to be aware not to prejudice the Council’s position at this stage and she strongly suggested that the Council wait for MOATs email.

Councillor Peter Elliott asked that it be Minuted “we made it clear we want our land back and MOAT undertook to come back the following Friday. It is now three weeks.”

The Mayor finished by saying that the Council would fight for the land.

364 RESOLUTIONS FROM THE ANNUAL TOWN MEETING

Members were requested to consider the following Resolutions from the above Meeting which was held on Tuesday 24 April 2018: -

a) Jane Nicholls

“1) That the Town Council re-affirms its commitment to goal CS.5. of the Neighbourhood Development Plan agreed on September 7th 2017 that 'Existing areas of allotments in the town will be safeguarded’

2) That the council re-affirms the statement on its website that "the allotments are owned by Burnham on Crouch Town Council" and, in the light of that, that appropriate action is taken in relation to Land Registry documents purporting to show that ownership passed from the Council through Maldon District Council to moat Housing Group keeping the Allotment Association informed.”

Councillor Calver pointed out that point 2) was incorrect. The Mayor stated that she had spoken to the allotment committee and they had slightly mixed up their wording.

RESOLVED: - Noted.

365 FINANCE & ASSET MANAGEMENT COMMITTEE

All Members had received draft terms of reference for the above. It was

RESOLVED: - that consideration of this Item be deferred to the next Meeting of the Town Council.

366 ENVIRONMENT CO-ORDINATOR

This was dealt with under Agenda Item 9 c).

367 POLICIES

All Members had received copies of the policies which had been drafted for inclusion on the Town Council’s website as follows: -

Data Breach Process, Data Protection 2018, Dignity at Work, Disciplinary Procedure, Equal Opportunities, Grievance, Health and Safety, Internal Controls, Media, Parish Privacy Notice Consent, Publication Scheme, Risk Management and Social Media. The Publication Scheme and Complaints Procedure had been agreed at a previous Meeting. Members had also been re-issued with the Code of Conduct.

367 POLICIES (continued)

Councillor Bell submitted the following amendments/corrections: -

Disciplinary Procedure – bullet point 5, should read 'Council', not 'Society'. Also, 1.5 stage 1, the usual terminology is 'verbal warning' rather than 'oral warning'.

Social Media Policy – amend Data Protection Act 1998 to General Data Protection Regulations (EU) 2016/679.

Data Protection Policy – P.3 paragraph 1.2 “unless” after “take place”.

Complaints Procedure – Cllr Calver is listed as the Town Mayor.

Councillor Calver raised several points in relation to the Social Media Policy and Internal Controls.

It was

RESOLVED: - that i) subject to the above minor amendments and excluding the Social Media Policy and Internal Controls, the policies be approved and adopted, ii) discussion of a Social Media Policy be included as an Item on the Agenda for the next Meeting to be held on 26 June 2018 and iii) the Town Clerk review the Internal Controls.

368 TOWN COUNCIL TRUCK

The Town Clerk reported that the truck had failed its annual MOT. Members discussed whether the vehicle was fit for purpose. The Clerk stated that the gardener was currently using his private vehicle and it would soon be ‘watering’ season. It was

RESOLVED: - that further discussion would take place during Private Business.

369 SUMMER SWIMMING PROGRAMME

The Clerk reminded Members that a provision of £2,000 had been included within the Town Council’s 2018/2019 Budget. Suzanne Wichard had agreed to run the programme again and had asked the Council to decide where it should take place. The Clerk confirmed that Southminster pool would take approximately thirty bathers per session. It was

RESOLVED: - that the summer swimming programme take place at the Southminster pool.

370 MARSH ROAD ACCESS

Councillor Skeens reported that gates had recently been put up on the Marsh Road preventing people from driving, cycling and walking from Burnham to Southminster.

The Mayor stated that the Council had no authority over private land. Councillor Skeens stated that he would obtain further information and report back to the next Meeting.

371 ANY OTHER BUSINESS

There was none.

372 QUESTIONS

The Town Clerk stated that Mr Harris had submitted a written question. Mr Harris responded that his question had been dealt with by Councillor Pudney under his District Councillor’s report.

Q. Will the Town Council make a response to the Public Spaces Protection Order consultation?

A. Yes.

Q. In respect of the ownership of the allotments - who contacted the Land Registry?

A. The Council. Cllr Peter Elliott will speak to you after the Meeting regarding a rectification order.

Q. Can there be a fence erected on the hill to St Mary’s Road - it would assist disabled people?

A. The Mayor and Councillor Bell will visit the area and report back to Council. This may be land owned by MOAT Housing.

Q. There is a seat located in Foundry Lane/Maple Way, the dog waste bin is sited too close to the seat. Can it be moved?

A. We will ask MDC if it can be relocated.

372 QUESTIONS (continued)

Q. There may be 'unregistered land' documents for the allotments?

A. Burnham Urban District Council documents were deposited with the Essex Records Office.

Can you speak to the Mayor about this please?

Q. Can the advisory 10mph speed limit signage be put back at Millfields?

A. Yes, we will pursue this.

361 WEBSITE

Mark Eagling, the website developer, attended the Meeting to give a presentation on the new website. The Town Mayor thanked Mr Eagling and Councillor Skeens for their efforts and all Members concurred.

The Town Mayor stated that Members would need to agree on a Saturday morning date to receive the final version of the website.

The Service Level Agreement was not discussed.

373 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.

374 LAND MATTERS

The Town Mayor confirmed that the Council's response to a letter from the Information Commissioner's Office had been sent. A reply was awaited.

The Town Clerk reported on a potential new licensee for a vacant room at the Old Station House.
RESOLVED: - that the General Purposes Co-ordinator be authorised to pursue this.

Quotations were tabled for the printing of the Neighbourhood Development Plan. It was
RESOLVED: - that i) a quotation in the sum of £953 be accepted and ii) the Neighbourhood Development Plan Strategy Group be authorised to progress the printing of the Plan.

Council Truck – Members discussed the options for a replacement vehicle and it was
RESOLVED: - that i) the General Purposes Co-ordinator be authorised to progress the purchase of a new vehicle and ii) a maximum budget of £4,500 be approved.
The Clerk reported that there were two interested parties for the old vehicle.

375 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 10.04 pm.