



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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BURNHAM-ON-CROUCH  
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**ALL COUNCILLORS  
BURNHAM-ON-CROUCH TOWN COUNCIL**

11<sup>th</sup> September 2018

Dear Sir/Madam,

**TOWN COUNCIL MEETING**

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 18<sup>th</sup> September 2018 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

**NOTES:**

The Council Chamber has an infra-red loop system. Anyone attending the Meeting who requires assistance with their hearing should ask the Town Clerk who will be pleased to help.

**Sound Recording of Meeting**

Please note that the Council will be recording any part of this Meeting held in open session for subsequent publication on the Council's website. At the start of the Meeting an announcement will be made about the sound recording. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

**AGENDA**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

**All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.**

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

**3 TOWN MAYOR'S ANNOUNCEMENTS**

**4 MINUTES AND MATTERS ARISING**

To confirm the Minutes of the Statutory Meeting of the Town Council held on Tuesday 24<sup>th</sup> July 2018.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 24<sup>th</sup> July, Thursday 9<sup>th</sup> August and Thursday 30<sup>th</sup> August 2018.

**6 TOWN CLERKS' REPORT**

To receive the Town Clerk's Report and pass any Resolutions and Orders as necessary.

**7 DIARY DATES**

Members to note (see separate sheet).

**8 CO-ORDINATORS' REPORTS**

a) General Purposes-to include asbestos report and subsequent works required if necessary.

b) Highways

c) Environment

d) Neighbourhood Development Plan

To receive an update on the printing of the NDP.

**9 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

**10 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from Town Council Representatives on external bodies/organisations.

**11 ACCOUNTS AND TRANSFER OF FUNDS**

a) To approve the payment of Accounts for August/September 2018 and agree a transfer of funds to meet the Town Council's financial requirements,

b) To receive the comparison of actual to budgeted payments and receipts to August/Sept 2018.

**12 GRANTS AND DONATIONS (GENERAL)**

**The Budget for 2018/2019**

None received

**13 TOWN COUNCIL SURGERIES**

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

Suspended until office refurbishment completed.

**14 COMMUNITY ACTION PANEL (standing item)**

To receive reports from the Town Council's representatives and updates arising from meetings of the above.

To discuss whether this can come off the agenda and be reported under Councillors reports

**15 DENGIE HUNDRED GROUP OF PARISH COUNCILS (standing item)**

To receive any updates arising from meetings of the above.

**16 PSCO's**

To receive and update from the Mayor and Cllr. Skeens

**17 PUBLIC FORUM**

To discuss having two sessions for members of the public to ask questions. One at the beginning of the meeting the second staying where it is.

**18 STAFFING COMMITTEE**

Members are requested to consider and determine if the Town Council wishes to approve the formation of a Staffing Committee and Staffing Sub Committee which will replace the current employment panel.

**19 BURNHAM ON CROUCH CARNIVAL**

a) Member to discuss supporting the Carnival as they have recent years and pay £1000.00 towards the security cost.

b) Members to discuss the Carnival using the Town Council as a permanent address so it wouldn't have to be changed if a committee member left.

c) Members to discuss the carnival committees request to borrow the town councils van for the day.

d) Members to discuss erection of the banner across the railway bridge.

**20 INFORMAL PLANNING DISCUSSIONS**

The Town Mayor has been contacted by three prospective developers who wish to meet informally with her and fellow councillors.

**Members are requested to consider if the Town Council wishes to meet with them.**

**21 DEVONSHIRE ROAD**

To receive a request to discuss an application to add double yellow lines to the south side of Devonshire Road. Cllr Pratt is assisting on this and this agenda item has been requested to be heard at the beginning of the meeting.

**22 MEMORIAL BOOK**

To receive an update from the Town Clerk and members on Burnham's memorial book.

**23 TOWN BENCHES**

Members to discuss who is responsible for maintenance of existing benches. Town Clerk to supply information.

**24 PROVIDENCE CAR PARK**

To receive quotes regarding maintenance and replacement signs from Cllr Bob Calver.

**25 STATION CAR PARK**

To receive a report from Cllr Calver and Cllr Pratt on a recent meeting.

**26 ALLOTMENTS**

To receive an update from The Town Mayor.

**27 TOWN MAYOR'S CHAIN**

To receive an update on the cost from the Town Mayor.

**28 ANY OTHER BUSINESS**

For the exchange of urgent information or to allow genuinely urgent issues to be raised.

**29 QUESTIONS**

To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting.

**30 CLOSURE OF THE MEETING**

To close the Meeting having considered and determined all items of business.