



**Councillor Mrs Wendy Stamp  
Town Mayor**

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**ALL COUNCILLORS  
BURNHAM-ON-CROUCH TOWN COUNCIL**

17 July 2018

Dear Sir/Madam,

**TOWN COUNCIL STATUTORY MEETING**

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 24 July 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 Meeting of the Town Council held on Tuesday 26 June 2018.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 26 June and Tuesday 10 July 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
- b) Highways - to include -
  - i) Springfield Road parking.
  - ii) Signage for St Cuthbert's Church.
- c) Environment - to include -
  - i) Disposal of the Town Council's green waste at the local RCHW.
  - ii) Railway Bridge Taskforce – to receive a report from Members who attended the extraordinary meeting of the group.
  - iii) Sponsorship of litter pickers – to receive a report from the Town Mayor.
  - iv) Dog waste bins.
  - v) Sculpture trail.
  - vi) Water refill scheme – to receive a report from the Town Mayor.
- 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 June/July 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 June/July 2018.

## **12 GRANTS AND DONATIONS (GENERAL)**

### **The Budget for 2018/2019 is £2,700.**

The following applications have been received: -

- i) Southminster Parish Council 'Halloween Party in the Park 2018' – all Members have received a copy of the letter from Joanna Jeffrey, Parish Clerk, requesting a donation in support of the above event.
- ii) Tourettes Awareness Fun Day 15 September 2018 – all Members have received a copy of the email from Claire Payne in respect of the above event. The organiser is seeking the Town Council's financial assistance for the provision of toilets.
- iii) Burnham Week Limited have requested the Town Council's contribution to the end of week fireworks.

**Members are requested to consider and determine the above.**

## **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)

Saturday 8 September 2018 – to be determined.

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

To receive reports from the Town Council's representatives and updates arising from meetings of the above. All Members have received a copy of the information regarding

- i) Eves Corner.
- ii) the Railway Bridge.
- iii) Maldon Road.

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

To receive any updates arising from meetings of the above.

## **16 TOWN COUNCIL WEBSITE**

To receive a report from the website editor.

## **17 PIPPINS ESTATE SECTION 106 PAVILION AND THE HAUL ROAD PLANNING CONDITIONS**

To receive an update on the above.

## **18 FINANCE & ASSET MANAGEMENT COMMITTEE**

Further to Minute 365 of the Meeting of the Town Council held on Tuesday 29 May 2018, **Members are requested to consider and determine if the Town Council wishes to approve the formation of a Finance & Asset Management Committee.**

## **19 BURNHAM RUGBY CLUB**

The Burnham Rugby Club would like to make a donation of £100 towards a worthwhile cause for the benefit of the local community. The Town Council is being consulted.

**Members are requested to consider the above.**

- 20 THE SOUTH ESSEX PARKING PARTNERSHIP (MALDON DISTRICT) (PERMITTED PARKING AREA AND SPECIAL PARKING AREA)(AMENDMENT NO.34) ORDER 201**  
On 5 July 2018, the South Essex Parking Partnership published the above proposed Traffic Regulation Order, the Order seeks to: -
1. Remove part of the recently introduced double yellow lines in Millfields Access Road, Burnham on Crouch, to allow some parking; and
  2. Provide a parking restriction on a Tuesday in part of the High Street, Burnham on Crouch, to allow the market to function.
- Members are requested to consider if the Town Council wishes to make a comment during the statutory formal consultation stage. Comments are requested by 27 July 2018.**
- 21 MEMBER CALL-IN PROCEDURES AND SPEAKING POLICY FOR SOUTH EASTERN AREA PLANNING COMMITTEE MEETINGS**  
Further to Minute 164 of the Planning Meeting held on 4 June 2018, Members are requested to 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.
- 22 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.  
**Members are requested to consider and determine the Town Council's formal response. Comments are requested by 15 August 2018.**
- 23 SUBMISSION OF CHELMSFORD LOCAL PLAN TO THE SECRETARY OF STATE – REGULATION 22 OF TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012 (as amended)**  
The Town Council has been informed, as a registered consultee on Chelmsford City Council's Local Plan consultation database, that the Council has submitted the Local Plan to the Secretary of State for examination by an independent Planning Inspector.
- 24 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).  
**Members are requested to consider and determine the Town Council's formal response. Comments are requested by 26 July 2018.**
- 25 TOWN MAYOR'S CHAIN**  
To receive a report from the Town Mayor and Town Clerk.
- 26 QUAY DAY**  
To receive a report from the Town Mayor.
- 27 BEEKEEPERS' ANNUAL LICENCE AND BEE FRIENDLY FLOWERS**  
To receive a report from Councillor Ron Pratt CC.

**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 SUMMER RECESS – DELEGATION OF AUTHORITY 25 JULY TO 3 SEPTEMBER 2018**

To resolve 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".

**31 CLOSURE OF THE MEETING**

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