



**Councillor Mrs Wendy Stamp  
Town Mayor**

**Sarah Grimes, Town Clerk  
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**Council Offices  
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BURNHAM-ON-CROUCH  
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CM0 8JA**

9 October 2018

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

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 16 October 2018 at 7.30 pm.**

Members of the Public and Press are welcome to attend.

Yours faithfully,

TOWN CLERK

**NOTES:**

The Council Chamber has an infra-red loop system. Anyone who requires assistance in hearing the Meeting 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 Meetings of the Town Council held on Tuesdays 24 July and 18 September 2018.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meetings held on Tuesdays 11 and 18 September and Tuesday 2 October 2018.

**6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

To receive questions from the public and press (ten minutes allowed).

**7 TOWN CLERKS' REPORT**

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

**8 DIARY DATES**

Members to note (see separate sheet).

**9 CO-ORDINATORS' REPORTS**

- a) General Purposes
- b) Highways
- c) Environment
- d) Neighbourhood Development Plan

**10 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

**11 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from representatives to the following groups

Allotment & Garden Holders' Association	PE/RP
Bradwell Local Community Liaison Council	PE
Burnham Cemetery Chapel (Friends of)	RP
Burnham Institute Trust	MW
Burnham United Charity	RP
Burnham Week Ltd	BC
Carnival Committee	RP
Chamber of Commerce	PE/WS
Coastal Community Team	NS/WS
Community Action Panel (CAP)	VB/NS
Crouch Harbour Authority (Advisory)	NP
Dengie Hundred Bus Users' Group	PH
Dengie Hundred Group of Parish Councils	PE/WS
ECC Parish Transport Meetings	PH
Friends of Hester Place	VB
Local Liaison Committee RSPB Wallasea Island	PE
Railway Bridge Task Force	???
Riverside Park Task Force	VB/BC/NS
SURE START	NP
Tourist & Community Information Liaison Committee	HE/WS
Village Hall Committee	HE

**12 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for October 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 October.

**13 GRANTS AND DONATIONS (GENERAL)**

**The remaining budget for 2018/2019 is £1,180.**

No requests have been received for this Meeting.

**14 TOWN COUNCIL SURGERIES**

Surgeries have been temporarily suspended.

**15 STAFFING COMMITTEE**

**Members are requested to appoint Members to the above Committee.**

The Council's Standing Orders require the Town Mayor and Deputy Mayor to be appointed.

**16 ALLOTMENTS IN ARCADIA ROAD**

To receive an update from the Town Mayor and Councillor Peter Elliott.

**17 LIGHTING ON SOUTHMINSTER ROAD**

To receive a report from the Town Mayor on the above.

**18 FLY-POSTING AND A-BOARDS**

To receive a report from the Town Mayor on the above.

**19 EXTENSION TO DOUBLE YELLOW LINES AT THE BURNHAM FIRE STATION**

The Town Mayor has been approached by Officers from the Burnham Fire Station, seeking an extension to the double yellow lines outside the Station, into Crouch Road. Due to the increased size of the new fire appliance, parked vehicles close to the junction of Albert/Crouch Roads are impeding egress from the Station.

**The Town Council's written support is requested.**

**20 ANY OTHER BUSINESS**

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

**21 PUBLIC FORUM**

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 (ten minutes allowed).

**22 DATES OF FUTURE MEETINGS**

i) Planning meeting Tuesday 30 October 7 pm (subject to applications received)

ii) Members informal pre-budget meetings (venue Council Chamber): -

Tuesday 30 October 7.30 pm

Saturday 17 November 2018 10 am

Saturday 1 December 2018 10 am

iii) Planning and Council Tuesday 20 November 7pm.

iv) Budget Meeting Tuesday 11 December 7.30 pm.

**23 EXCLUSION OF THE PUBLIC AND PRESS**

Councillors to Resolve 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.

**24 STAFF MATTERS**

To receive a recommendation from the Appointments Panel regarding the appointment of an Assistant Clerk.

**25 LAND MATTERS**

All Members have received a copy of the correspondence in respect of a licence request.

**26 CLOSURE OF THE MEETING**

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