



**Councillor Mrs Wendy Stamp  
Town Mayor**

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

29 May 2019

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

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 **Wednesday 5 June 2019 at 7.30 pm.**

Members of the Public and Press are welcome to attend.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S. Grimes'.

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. 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**  
To receive 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 CO-OPTION**  
To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy.

**5 MINUTES**

To confirm and sign the Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 30 April and the Statutory Annual Meeting of the Town Council held on Wednesday 15 May 2019.

**6 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 16 April and Monday 20 May 2019.

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

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

**8 TOWN CLERK’S REPORT**

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

**9 DIARY DATES**

Members to note (see separate sheet).

**10 CO-ORDINATORS’ REPORTS**

- a) General Purposes – Councillor Mrs Wendy Stamp
- b) Highways – Councillor Bob Calver
- c) Environment – Councillor Vanessa Bell

**11 DISTRICT COUNCILLORS’ REPORTS**

To receive reports from District Councillors.

**12 TOWN COUNCIL REPRESENTATIVES’ REPORTS**

To receive reports from representatives to the following groups -

|  |       |
|--|-------|
| Allotment & Garden Holders’ Association  | RP/SG |
| Bradwell Local Community Liaison Council | NS    |
| Burnham Cemetery Chapel (Friends of)     | RP    |
| Burnham Green Spaces Group               | ??    |
| Burnham Patients’ Participation Group    | WS/NP |
| Burnham United Charities                 | RP    |
| Burnham Week Ltd                         | BC    |
| Carnival Committee                       | RP    |
| Chamber of Commerce                      | BC/JD |
| Coastal Community Team                   | NS/WS |
| Community Action Panel (CAP)             | ??    |
| Crouch Harbour Authority (Advisory)      | NP    |
| Dengie Hundred Bus Users’ Group          | PH/JD |
| Dengie Hundred Group of Parish Councils  | WS/?  |
| ECC Parish Transport Meetings            | PH    |
| Essex Child and Family Wellbeing Service | NP    |
| Village Hall Committee                   | HE    |

**13 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for May/June 2019 and to 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,
- c) To receive the bank reconciliation.

## 14 GRANTS AND DONATIONS (GENERAL)

**The remaining budget for 2019/2020 is £4,200.**

- a) Burnham Art Trail – a request has been received from the co-ordinators for financial assistance in the amount of £890 for design and printing costs. Further to Minute 650 d) of the Meeting held on 16 April 2019, all Members have received a copy of the organisation's latest accounts.
- b) A request has been received from the Burnham Day Centre for financial assistance. Members are reminded that there is a £500 provision within the Town Council's 2019/20 budget.

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

## 15 TOWN COUNCIL SURGERIES

Saturday 8 June and Saturday 13 July.

**Members are requested to appoint a councillor(s) to attend the above surgeries.**

## 16 TOWN COUNCIL APPOINTMENTS

Further to Minute 8 of the Statutory Annual Meeting of the Town Council held on Wednesday 15 May 2019,

**Members are requested to appoint Councillors to the following Town Council committees:**

|   |  |
|---|--|
| Staffing Committee                            | Town Mayor and Councillors (4 required)  |
| Neighbourhood Development Plan Strategy Group | Town Mayor and Councillors (2 required), the Planning Clerk and ??? (volunteers) |

Further to Minute 9 of the Statutory Annual Meeting of the Town Council held on Wednesday 15 May 2019,

**Members are requested to appoint councillors to represent the Town Council on the following external groups:**

|   |  |
|---|--|
| Dengie Hundred Group of Parish Councils | Councillor Mrs Wendy Stamp and Councillor ? (1 required) |
| Tourism                                 | to discuss the formation of a Working Group              |
| Community Action Panel                  | Councillors ?? (2 required)                              |
| Burnham Green Spaces Group              | to receive a report from the Environment Co-ordinator    |

Further to Minute 10 of the Statutory Annual Meeting of the Town Council held on Wednesday 15 May 2019,

**Members are requested to appoint councillors/persons to the following internal offices:**

|                                   |   |
|-----------------------------------|---|
| Footpaths & Rights of Way         | ? |
| Tree Warden                       | ? |
| Conservation Area Inspection Team | ? |

## 17 MEETING WITH THE DIRECTOR OF SERVICE DELIVERY FOR MALDON DISTRICT COUNCIL

To receive a report from the Town Mayor following her recent meeting with Richard Holmes - to include an update on the Burnham observatory.

## 18 PLANNING APPLICATION OUT/MAL/18/00443 - LAND NORTH WEST OF 2 MALDON ROAD, BURNHAM-ON-CROUCH

Further to Minute 615 of the Meeting of the Town Council held on Tuesday 19 March 2019, **Members are requested to discuss progressing the complaint against Maldon District Council in respect of the above.**

**19 COUNTY COUNCILLOR'S SURGERY**

Further to Agenda Item 6 of the Annual Town Meeting held on Tuesday 28 May 2019, to consider a request from County Councillor Ron Pratt to use the Old Station House for a monthly County Councillor's Surgery.

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

**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 DATE OF NEXT MEETING**

Members to note: Statutory Town Council Meeting – Tuesday 23 July 2019 at 7.30 pm.

**23 CLOSURE OF THE MEETING**

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