

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 16 APRIL 2019

Present: - Town Mayor, Councillor Mrs Wendy Stamp.

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

In Attendance: - Town Clerk, Sarah Grimes and Assistant Clerk, Diane Carter.

The Town Clerk reminded Members that the Meeting was taking place during the Purdah period.

638 APOLOGIES FOR ABSENCE

Apologies were received from the Deputy Town Mayor, Councillor Mrs Louise Pudney.

639 DECLARATIONS OF INTERESTS

There were none.

640 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Mrs Wendy Stamp, the Town Mayor, reported that she had attended the Royal British Legion Annual dinner and had thoroughly enjoyed the evening.

641 MINUTES

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 19 March 2019, be confirmed and signed.

642 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Tuesdays 19 March and 2 April 2019, be duly received.

643 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Q. In respect of Agenda Item 10 please may we have an update from Councillor Neil Pudney on the Llys Helig situation? At the March meeting he said it was coming to a resolution.

A. NP – no update. The Crouch Harbour meeting scheduled for tomorrow has been cancelled. I am in touch with Richard Holmes about this and I'm waiting for a report from him.

Mayor – I'm sure I've seen an update that MDC have agreed the timetable, I will check this.

BC – Part of the process to right the boat is to drive piles in and that will be the subject of a marine licence application. No licence has crossed my desk for the RYA and approval is a way off.

Q. Could we have a report from Councillor Peter Elliott following the 28 March MDC meeting where it was decided to sell off a quarter of a million pounds plot of land, which was not actually named, on Springfield, following a recommendation from your committee? It would be of interest to everyone to know what piece of land it is and what is its present use?

A. PE – this is commercially sensitive information.

644 TOWN CLERK'S REPORT

This was noted and in particular: -

1. Crouch Valley Food Festival – Members noted that evening music performances would not take place due to a clash with an event at Creeksea. The Mayor reported that she had expressed her disappointment at this during a recent meeting with Jack Ellum of Maldon District Council.
3. The new Community Initiatives Fund had been launched on 1 April 2019. This would be an Agenda Item for a future Meeting of the Town Council.
4. Sarah Grimes, the Town Clerk, had booked ten places for Councillors to attend Code of Conduct Training on Wednesday 22 May 2019 at Maldon Town Hall.

In response to a question from Councillor Mike Wood during Agenda Item 4, the Clerk reported that the ivy in Pippins Road had been cleared by the Council's contractor at a cost of £195 and three quotations for the replacement fencing were being obtained.

645 DIARY DATES

These were noted.

646 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott reported that the works to the Clerk's office were complete.
- b) Highways – Councillor Bob Calver had submitted a written report. He reported that he had made an official complaint regarding the defective street light outside the Council Offices and he read out the response received from Essex County Council that stated it was hoped works would be completed within the next six weeks if not sooner.
Councillor Neil Pudney updated Members on progress with holes in Holly Close/Maple Way. He had received complaints about cars parking in Springfield Road. The Mayor stated that a similar problem has occurred during the construction of Corinthia Mews and the Police will only come out if there is an obstruction. Councillor Calver stated that more off-road parking is needed and not necessarily extra yellow lines, which only shift problems to other locations. Councillor Peter Elliott stated the need for junction protection at Fairway Drive/Foundry Lane due to visibility issues. Members agreed that the Springfield Road parking issue is no worse than any in other road in Burnham.
Councillor Nick Skeens reported on a 'vigilante' type incident where traffic lights and cones had been pushed aside, on the Maldon and Southminster Roads, on a weekend, when no building works were taking place. He asked if it was possible for the roads to be cleared at weekends when no works are taking place. Councillor Calver responded that it would depend on the road works involved. The Mayor stated that she would contact the developers. Councillor Skeens asked who takes down MDC planning notices as the cable ties present a hazard. It was agreed that the Clerk would write to the planning department at Maldon District Council to voice the Council's concerns.
- c) Environment – Councillor Vanessa Bell had submitted a written report which had been circulated. She further reported: -
- a meeting had been arranged with Greater Anglia to formalise the station adopters' arrangements with the new green spaces group.
 - Maldon District Council had started removing reeds in Riverside Park which was a concern as it is the breeding season for wildlife. She had been assured that removal works would be completed the following day.
 - she had seen the new public spaces protection order (PSPO) signage. There was no indication when they would be going up. There were concerns that a child had been bitten by a loose dog on the Quay at the weekend (reported third hand). It was agreed that the Clerk would write to Maldon District Council to find out when the new notices would be erected.

Councillor Wood asked whether there had been any progress on a meeting with Richard Holmes to discuss whether the Town Council could take on responsibility for all grass/hedge cutting within the Town. The Mayor responded that she had written to Mr Holmes.

- d) Neighbourhood Development Plan – Councillor Mrs Wendy Stamp asked if the section 106 officer had been replaced. Councillor Peter Elliott responded that they had not and he was not sure whether they would be, under the MDC transformation agenda. The Mayor asked if the District Councillors could find out. She stated that she had written to the planning department and Matt Leigh had advised that there are no planning officers in charge of strategic sites.

647 DISTRICT COUNCILLORS' REPORTS

Councillor Ron Pratt C.C. –

- There had been an Item on the Agenda for the Planning & Licensing committee, to look at where the Llys Helig is sited and turning it into a houseboat pontoon. It was building on the fact that the current owner is applying for a license to put three piles in. This is in order to get the gear to lift the boat to salvage it. P & L agreed to recommend to Council that the area would be for up to four houseboats.
- funding for the Citizens Advice Bureau was reduced. However, the CAB have still committed to keeping the Burnham Outreach Surgery going.
- The waste contract is returning some of the best recycling rates in the country.

Councillor Peter Elliott reported that the Finance committee meeting was taking place that night.

Councillor Neil Pudney reported that the hospital amalgamation had come to a standstill. Southend hospital may be losing their stroke unit.

Councillor Mrs Helen Elliott was unable to report on the Community Services Committee meeting (green paper item).

648 TOWN COUNCIL REPRESENTATIVES' REPORTS

The Town Mayor asked Councillor Pratt if he had contacted Edwin Buckley regarding the new sailing event being organised over Carnival weekend. Councillor Pratt responded that he would do. The next Chamber of Commerce event was scheduled for 29 May at the Royal Corinthian. The subject would be technical support on instagram.

Councillor Bell asked the Clerk if Mr Ken Harris could display CAP related leaflets in the foyer of the Council offices. Councillor Pratt suggested the Library as well.

The Mayor reported that she had received the February 2019 crime statistics.

A lunch had been held at the Royal Corinthian for Elaine Hawksworth who was celebrating 25 years at the Crouch Harbour Authority. Councillors Pratt and Pudney had attended.

Councillor Bell reported delays to works at Hester Place.

649 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - the payment of Accounts for March and April 2019 be approved and signed.**
- b) Approval of the comparison of actual to budgeted payments and receipts to March 2019 was deferred.
- c) Approval of the bank reconciliation to 31 March 2019 was deferred. It was **RESOLVED: - that an Extraordinary Meeting be convened for Tuesday 30 April 2019 at 6.45 pm to approve Items b) and c) above.**

650 GRANTS AND DONATIONS

The budget for 2019/2020 was £5,100.

- a) Burnham Young Mariners – a request had been received from Margaret Mellard for financial support in the amount of £100. The Clerk reminded Members that the Council had approved a five year bursary.

RESOLVED: - that a donation of £100 be approved.

- b) Burnham Week Limited – a request had been received from Annie Reid for financial support in the amount of £500 toward the annual firework display.

RESOLVED: - that a donation of £500 be approved.

Members agreed that discussion of funding for the Burnham Week Reception would take place at a future Council Meeting.

- c) Rotary Club of Burnham and the Dengie Hundred – a request had been received from His Honour Philip Clegg DL for financial assistance toward the 10k charity run.

RESOLVED: - that a donation of £300 be approved.

- d) Burnham Art Trail – a request had been received from the co-ordinators for financial assistance in the amount of £890 for design and printing costs.

RESOLVED: - that consideration of this Item be deferred and the Clerk request the latest set of Art Trail accounts.

651 TOWN COUNCIL SURGERIES

RESOLVED: - dates to be determined after the election of the new Council.

652 VOLUNTEERS IN POLICING

Councillor Peter Elliott reported that he had met with PC Mike Lee in respect of the above scheme. Councillor Elliott was awaiting information which he was disappointed not to have received. It was agreed that the Clerk would pursue this.

653 ALLOTMENTS IN ARCADIA ROAD

The Town Mayor reported that she and Councillor Peter Elliott: -

- i) had attended a meeting at Maldon District Council with a view to taking this issue forward. She had been surprised that no representative from MOAT had been present,
- ii) would be going to see MOAT on 8 May, and
- iii) would be in a position to bring a recommendation to the next Council Meeting. The same options are on the table.

Councillor Pratt objected to a comment by Councillor Skeens that progress has “hit a buffer” and he suspected that this was down to MDC. Councillor Skeens withdrew his comment. The Town Mayor stressed that the Town Council is doing everything it can to move this forward and that it is not being secretive.

654 BURNHAM TOURIST INFORMATION CENTRE

Councillor Pratt stated that at the last meeting of Maldon District Council, the Leader had said that Burnham Town Council, and the Mayor, had been silent on a request from MDC asking ‘what would you like us to do?’ Councillor Pratt stated that there is an opportunity to use the Library as an information centre and he recommended putting the TIC into it. He said he would like a proposal that MDC be asked if the funds could be used to transfer the TIC into another location. The Town Mayor stated that the Leader was incorrect. The Town Clerk had written to MDC to ask if the Town Council could get the funds direct and if MDC will continue to supply printed tourist material.

The Mayor had met with a resident who is keen to start a tourist group but it was difficult to progress this during Purdah. The Mayor stated that it was not the Town Council’s fault that MDC had given hardly any notice of the closure of the Burnham TIC. The Clerk reported that MDC has stated that “for funds to be transferred, MDC would have to be satisfied that there was a business case that meets the criteria in the original offer letter”. MDC had confirmed that the £15,000 has been ringfenced.

655 BURNHAM OBSERVATORY/SCULPTURE TRAIL

The Town Mayor reported that she was due to have a meeting with Richard Holmes (at his request) at Maldon District Council the previous day, but this had not gone ahead. There were concerns as to available funding. The Mayor had received an email which confirmed that only £11,750 of the Coastal Community Fund (CCF) funding remains. It has been spent on repairs to the Burnham pontoon and the car park. The District Councillors were unaware of this. The Mayor stated that the Burnham Observatory project could not be achieved at that price. There were also issues with who was approaching the land owners. Councillor Bell stated that she and the Mayor had been in meetings with Matt Wilson where they had been told that the car park funding was coming from elsewhere. The Mayor would meet with Richard Holmes and report back to the Town Council.

656 WEBSITE

Ongoing website running costs were reported as follows: -

1. Annual Councillor email £120
2. Annual service level agreement £240
3. Annual 1&1 hosting £48
4. Google calendar update £50

RESOLVED: - that annual costs in the sum of £458 (ex. VAT) be approved.

657 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 were requested to discuss the progressing of the complaint to Maldon District Council in respect of the above. It was

RESOLVED: - that consideration of this Item be deferred because of the Purdah period.

658 PLASTIC FREE BURNHAM

All Members had received a copy of the letter from Dawn Wood, solo Atlantic rower, requesting that the Town Council supports the journey to plastic free community status. It was

RESOLVED: - that the Town Council supports the “journey to plastic free community status”, in principal, and that this Item be deferred to the next Meeting of the Town Council.

659 HANGING BASKETS

The Town Clerk reported that i) Mr Sadler had kindly agreed to refill existing baskets for £15 each, which was the same price as in 2018 and ii) she had drafted a letter ready to be printed and delivered to residents in Station Road and the High Street, asking them to participate in the hanging basket scheme. It was

RESOLVED: - that hanging baskets be purchased at a cost of £15 each, for sale to residents in Station Road and the High Street at a cost of £12 each.

660 MOAT FOUNDATION

The Town Clerk reported that she had met with Nicola Syder, MOAT Foundation Officer. Ms Syder had expressed an interest in utilising the Station House to deliver some activities and projects which would benefit the residents of Burnham. Her initial thoughts were for IT drop-in sessions and employability courses.

661 PLANNING MEETINGS

i) Further to Minute 273 of the Planning Meeting held on Tuesday 19 February 2019, Members were requested to consider and determine whether to hold some Planning Meetings on Mondays. It was

RESOLVED: - that Meetings of the Planning Committee will occasionally be scheduled for Mondays and that this be formalised within the Town Council’s Standing Orders.

ii) Further to Minute 294 of the Planning Meeting held on Tuesday 2 April 2019, Members were requested to consider and determine whether to record Planning Meetings. It was

RESOLVED: - accordingly.

662 CALENDAR OF MEETINGS 2019/2020

The Clerk reported that the committee structure at Maldon District Council would be changing later in the year and, as a consequence, some of the Town Council Meeting dates may need to be reviewed. Area Planning Committees would not be affected.

RESOLVED: - that the Calendar of Meetings for 2019/20 be approved.

663 ANY OTHER BUSINESS

Through the Chair, Councillor Pratt commended retiring Councillor Mike Wood, for his many years exemplary service to the Town Council. Councillor Mrs Pudney was also thanked.

664 PUBLIC FORUM

Q. I am new to the area. What facilities are there for youths between the ages of 11-16/18?

A. Members responded with details of the various youth groups.

Q. Is there any progress on the Millfields caravan park?

A. No.

Q. Please will you consider a procedure for 1&1 in respect of emails, such as delivery/read receipt?
I have experienced difficulties with it.

A. Referred to the website editor.

Q. When considering plastic free status, would you please bear in mind that in our household, 70% of our plastic is pink and green?

A. Yes.

665 DATE OF NEXT MEETING

Members noted that the Statutory Annual Council Meeting would be held on Wednesday 15 May 2019 at 7.30 pm.

666 EXCLUSION OF THE PUBLIC AND PRESS

Councillors 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.

667 i) LAND MATTERS AND ii) STAFF MATTERS

i) The Town Mayor and Councillor Peter Elliott further updated Members on progress with the Arcadia Road allotment ownership issue. Members discussed the courses of action open to the Town Council and it was

RESOLVED: - that the Town Mayor and Councillor Peter Elliott be authorised to investigate these options further.

ii) The Clerk circulated a resignation letter from the Assistant Clerk. Following Members discussion, it was

RESOLVED: - that subject to references and following correct employment procedures, a new RFO/Planning Clerk be appointed immediately, on a six-month trial period.

668 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 9.18 pm.