



**Councillor Mrs Wendy Stamp
Town Mayor**

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**Council Offices
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BURNHAM-ON-CROUCH
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17 July 2019

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL 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 23 July 2019 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. 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 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Wednesday 5 June 2019.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Wednesday 5 and Tuesday 25 June and Tuesday 9 July 2019.

6 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

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

7 TOWN CLERK’S 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 – Councillor Mrs Wendy Stamp
- b) Highways – Councillor Bob Calver – to include:
 - written response from Richard Holmes regarding Remembrance Avenue/Burnham Shores.
- c) Environment – Councillor Vanessa Bell – to include:
 - bins survey report.
 - to discuss a new location for the planter on Southminster Road.

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	RP/SG
Bradwell Local Community Liaison Council	NS
Burnham Cemetery Chapel (Friends of)	RP
Burnham Green Spaces Group	VB
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)	NS/JE
Crouch Harbour Authority (Advisory)	NP
Dengie Hundred Bus Users’ Group	PH/JD
Dengie Hundred Group of Parish Councils	WS/FC
ECC Parish Transport Meetings	PH
Essex Child and Family Wellbeing Service	NP
Village Hall Committee	HE

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for July 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 July,
- c) To receive the bank reconciliation, and
- d) A report having been circulated to Members, to receive the RFOs recommendation for internet banking.

13 GRANTS AND DONATIONS (GENERAL)

The remaining budget for 2019/2020 is £3,700.

No requests have been received for this Meeting.

14 TOWN COUNCIL SURGERIES

August – summer recess.

Saturday 14 September – to be determined.

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

15 CIVIC SERVICE

To receive the following motion from Councillor Ron Pratt, CC:

“This council supports the ideal of holding a spiritual annual service as a thanksgiving for the past and guidance in the future. Before the format of the Burnham Town Council's annual Civic Service is changed a full debate of the councillors will be held.”

Members are requested to consider and determine the above.

16 ENVIRONMENT & GREEN SPACES GROUP

To receive a report and motion from Councillor Vanessa Bell:

“To propose a new committee structure, the purpose of which being to manage the open spaces etc.”

Members are requested to consider and determine the above.

17 EVENTS

To receive a report from Councillor Fiona Clegg on the following:

- Food and Drink Festival.
- Quay Day

Members are requested to increase the Quay Day budget by £500.

- Santa's Grotto.

18 CHRISTMAS LIGHTS

To receive a report from the Town Mayor. All Members have received a copy of a quotation for a Christmas lighting scheme.

Members are requested to consider and determine the provision of a new Christmas lighting scheme.

19 MEMORIAL BENCHES

To ascertain responsibility for memorial benches provided through the Town Council and, if necessary, to prepare a rolling programme of maintenance.

20 HAUL ROAD

To receive an update from Councillor Nick Skeens on the above.

21 PARAMEDIC COVER IN BURNHAM

To receive a report from Councillor Nick Skeens on the above.

22 SUMMER SWIMMING

To receive a report from the Town Clerk. All Members have received a copy of the costs for the annual swimming programme. Members are reminded that there is a budget provision of £2,000 for 2019/2020.

23 TREES ON GREEN SPACES OWNED BY THE TOWN COUNCIL

To receive a report from the Town Mayor and Town Clerk and to discuss and determine urgent tree works required on the green space in Russet Way.

24 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

25 PROVIDENCE CAR PARK

To receive a report from Councillor Bob Calver. All Members have received a copy of the quotations received for repairs.

Members are requested to consider and determine the above.

26 BURNHAM WEEK RECEPTION

To receive a report from Councillor Bob Calver.

Members are requested to discuss the cost of the reception.

27 ANY OTHER BUSINESS

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

28 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).

29 DATE OF NEXT MEETING

i) Members to note: Town Council Meeting – Tuesday 3 September 2019 at 7.30 pm.

ii) Members to approve a change to the calendar, to avoid a clash with the Finance and Corporate Services Committee meeting on 24 September.

Members to approve holding the Planning Committee Meeting on Monday 23 September 2019.

30 SUMMER RECESS – DELEGATION OF AUTHORITY 24 JULY TO 2 SEPTEMBER 2019

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 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.

32 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

33 CLOSURE OF THE MEETING

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