

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 23 JULY 2019 AT 7.30 pm IN THE TOWN COUNCIL CHAMBER

Present: - Town Mayor, Councillor Wendy Stamp.

Councillors: – Vanessa Bell, Bob Calver, Fiona Clegg, Jennifer Donnelly, Jane English, Neil Pudney and Nick Skeens.

In Attendance: - Town Clerk, Sarah Grimes.

41 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Helen Elliott and Ron Pratt C.C.

42 DECLARATIONS OF INTERESTS

There were none.

43 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Wendy Stamp, the Town Mayor, reported that she had attended:

- The funeral service of Christine Lindsey from Creeksea Place.
- Ormiston 'First Give' where students made first class presentations on their chosen charities and raised money for their causes.
- A musical miscellany by the Burnham Music Group in St Mary's Church. The acoustics were stunning.
- The WI special meeting with Deputy Police & Crime Commissioner Jane Gardner and PC John Davey. It had been very enjoyable, and the guests asked pertinent questions of both Officers.
- Burnham Rugby Club 'Clean Up'.
- The primary school PTA fete, where she had judged the children's art competitions.
- The Rugby club dinner.
- The RNLi open day. The Mayor had the pleasure of sitting on a rib with the children and pretending to go on 'a shout' down the Thames.
- The Harmony Choir Annual Dinner. The ladies had performed, and the Mayor described it as a "fantastic set". Their extensive range and style continue to grow.
- Milly Moos at Althorne. There was a varied and highly professional range of stalls.
- One of Joan Costello's leaving events and the Academy's awards.
- Duke of Edinburgh Awards – there were twenty-four students and their achievements were fantastic. The Mayor gave a special mention to Jay Freeman.
- A promotional day for the 'Pampered to Perfection' launch.
- The Burnham in Bloom awards evening in the Council Chamber.
- Burnham Food & Wine festival which had been excellent.
- Annual 'Close to Home' open day

The Mayor had also helped the pre-school children plant the town's planters.

She reported that the Town Council's Civic Service, held at the Royal Corinthian had been very well attended, with distinguished guests and lovely hard-working people supporting the Council. This year it was in a different format. It was highly successful and very well received.

The Mayor had also received the sad news that Beverley O'Conner had died, which she described as a huge loss to the town. Councillor Stamp had spoken on behalf on the Council at Beverly's dove release. Kelly Costello wrote and read out a wonderful poem.

44 MINUTES

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Wednesday 5 June 2019 be confirmed and signed.

45 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Wednesday 5 and Tuesday 25 June and Tuesday 9 July 2019, be duly received.

46 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Agenda Item 15 – Harmony Choir enjoyed participating in the event which had been refreshing.

47 TOWN CLERK'S REPORT

This was noted.

48 DIARY DATES

These were noted.

49 CO-ORDINATORS' REPORTS

- a) General Purposes – Nothing to report at this Meeting.
- b) Highways – Councillor Bob Calver had circulated a detailed written report.
 - The written response from Richard Holmes regarding Remembrance Avenue/Burnham Shores was noted – repair and maintenance of the road is not the responsibility of Maldon District Council and lies with the current owner. MDC will facilitate the road signage requested by the Town Council.
 - Southminster Road outside the new development – the lights are still not provided. Councillor Calver would request that MDC enforce this.

The Mayor reported that the completed speed and volume survey information for Western Road had been received from Essex Highways. In a total of 2,083 cars counted (eastbound) across 7 days (1st June to 7th June 2019) the average daily speed was recorded at 20.0 mph. In a total of 7,504 cars counted (westbound) across 7 days the average daily speed was recorded at 21.4 mph.

It was agreed that individual mobility issues and requests for double yellow lines in St Mary's Road would be an Agenda Item for the next Meeting.

- c) Environment – Councillor Vanessa Bell requested that this be dealt with under Agenda Item 16.
RESOLVED: - accordingly.

50 DISTRICT COUNCILLORS' REPORTS

Councillor Bell –

Overview and Scrutiny had discussed

- The park and ride service operated by Tesco as part of a Section 106 Planning agreement.
- Anglian Water were presenting on a Water Cycle Study Update.

Appointments:

Two interim Officers had been appointed to the Planning Department.

Councillor Nick Skeens –

Community Services had discussed:

- Crouch Valley Festival of Food and Drink.
- Ecoflex Home Energy 'Help to Heat' Scheme.

50 DISTRICT COUNCILLORS' REPORTS (continued)

Councillor Stamp –

Finance Committee:

Performance review

- MDC are slightly behind in processing housing benefit/council tax support new claims due to the implementation of universal credit and cross checking going through one service centre (new MDC system). However, they are still above the national rate.
- % of business rates collected is down by 0.5% due to ongoing dispute for non-payment.

Whistle Blowing Policy

No reports made on whistle blowing 2018/2019.

Strategic & Financial Planning Process

The Strategic & Financial Planning Process for 2020/21 is to ensure available resources will be effectively directed to achieve a financially independent and sustainable council. The savings forecast did not consider the addition of any growth items or changes to the government received allowance.

Councillor Stamp had arranged to meet with the section 151 officer (cancelled). She wants to understand how the budget has been made up and what it means for Burnham.

Planning & Licensing Committee

- Review and performance 2018/2019 – key corporate activities that were behind schedule or at risk of not being achieved. The % of other planning applications are acknowledged within five days are short of the target and the Directorate was going to fill in any staffing gaps and take operational action in respect of interim cover.
- Still waiting for the Director to supply information regarding complaints received.
- Approved the lists of heritage assets for Althorne, Cold Norton, North Fambridge, Purleigh and Stow Maries. Approved to consult on the draft lists of local heritage assets for Heybridge, Maldon and Southminster. Burnham will be in the next round.
- Affordable housing and viability supplementary planning document is to go for public consultation. Update on appeals.
- Green Essex Strategy Consultation – amendments to an ongoing strategy document. It does not conflict with MDC s strategy so was agreed.

Appointment of councillors on liaison committees: -

Blackwater River Member Task & Finish Working Group – conservative.

Bradwell Power Station Working Party – deferred as terms of reference may change.

Maldon & Blackwater Estuary Coastal Community Team (Management Team) – conservative.

Recreational Avoidance and Mitigation Strategy Member Forum – Cllr. Channer.

River Crouch Coastal Community Team (Management Team) – Chair & Vice conservative.

Councillor Stamp had proposed herself and was seconded. The vote was lost.

Previous week's Planning & Licensing Committee meeting

- Consultation for draft coastal erosion risk management strategy was presented, amendments were suggested. It was agreed to support with amendments.
- Council was asked to agree Tiptree NDP of 600 houses to north – concerns were raised as to traffic on the A12.
- Consultation for ECC sustainable drainage system design guide update – excellent debate, siting the awful pond at Southminster (David Wilson Homes).
- Local Development scheme – review of 2005 -2007 supplementary planning documents.
- Children's play spaces spd, Developer contributions guide spd, accessibility to buildings spd
- Heybridge basin timber yard spd, Sadds Wharf spd.

Councillor Stamp had challenged developer contributions spd section (3.5.2 page 89) about non adoption of CIL. The Director said it was due to NPPF guidance changes. A report is to follow before new committee structures are introduced in October.

50 DISTRICT COUNCILLORS' REPORTS (continued)

Full Council

Leader's Statement:

- Tribute to the Armed Forces.
- Outbreak of Invasive Group A Streptococcal. Public Health England, NHS England and the local CCG (Clinical Commissioning Group) are taking all possible steps to contain the outbreak.
- Corporate Plan.
- Full Council Transformation programme. This will deliver savings of £1.8m per annum. The project will be completed at the end of October 2019.
- Air quality issues in the District. The council is monitoring the situation on Market Hill and central Maldon. If necessary, the Council will ask Essex County Council to create a "Low Emissions Zone".
- Speeding vehicles. The council supports a reduction in speed limits throughout the District and plans to work with Parish/Town Councils to ensure that Essex County Council responds positively to requests for 20 mile per hour zones in villages and built up areas.
- Food waste. Through roadside collections, Maldon District Council residents are currently sending more than 2,200 tons of food waste to recycling centres every year.
- The carbon footprint of the council offices. The building is environmentally inefficient, operationally out of date and restrictive. The council is seeking to relocate by 2023 and will be operating carbon neutral by 2027.
- Commercial Projects Plan.
- Support for a new District wide Health Hub.
- Local Development Plan. The council will ensure that the Local Development Plan delivers on all Section 106 agreements including affordable housing and public open spaces.
- Bradwell B Power Station. Planning permission has been granted in principle by the government to build a new nuclear power station at Bradwell.
- Police. Maldon and Chelmsford Police command is being increased by a total of 15 Officers by the end of 2019.
- Ongoing digitalisation of the district wide tourist information service and the development of the Visit Maldon website.
- Community leaders and volunteers. There are plans to investigate an Alderman scheme and a Freeman scheme.

Councillor Nick Skeens left the Meeting.

51 TOWN COUNCIL REPRESENTATIVES' REPORTS

Councillor Jane English – the Community Action Panel meeting had discussed:

- Current crime figures, which are on the up. Adrian Rayner had reported on a possible new police initiative for Burnham. Adrian's officers are now the Community Engagement Team.
- The efficacy of CCTV in Maldon. Adrian Rayner is keen for BTC to support the possibility of CCTV in Burnham. Officers are now trained with TRUCAM.

The Community Speed Watch (CSW) figures had been collated and analysed. Two areas of concern are Church Road and Maldon Road. There was discussion about how to educate drivers to watch their speed. It was agreed that social media would be best vehicle for this. Cllr Donnelly would oversee this. A community safety event is scheduled for Saturday 27th July at Burnham Co-op.

Councillors Neil Pudney and Calver – the Harbour Master had provided information regarding the consultation on the Llys Helig.

Councillor Jennie Donnelly – DHBUG. Minutes of the meeting are to follow. Representatives from First Buses and Arrow Taxis had been present. There had been discussion on a new bus service on Maldon Road.

Councillor Calver – Burnham Week – separate Agenda Item.

Councillor Stamp – the Chamber of Commerce had held an Instagram event.

Councillor Pudney is to be included in future meetings of the Patients Participation Group.

52 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - that the payment of Accounts for July 2019 be approved and signed.**
- b) Members noted the comparison of actual to budgeted payments and receipts to July.
- c) The bank reconciliation was approved.
- d) All Members had received a copy of the RFOs report on internet banking. It was **RESOLVED: that i) consideration of this Item be deferred to the next Meeting of the Town Council, ii) the RFO obtains details of two other internet banking providers and prepares a risk assessment for Members' consideration and iii) the Council's financial Regulations be updated during recess to bring to Council in September.**

53 GRANTS AND DONATIONS (GENERAL)

No requests had been received for this Meeting.

54 TOWN COUNCIL SURGERIES

Saturday 14 September – the Town Mayor and Councillor Fiona Clegg.

55 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.”

RESOLVED: - that in the absence of Councillor Pratt, this Item be deferred to the next Meeting of the Town Council.

56 ENVIRONMENT & GREEN SPACES GROUP

The Mayor acknowledged a letter from the Green Spaces Group which would be discussed during confidential business.

Councillor Bell reported that she and the Mayor would be meeting Richard Holmes at the Burnham cemetery on 6 August. Garwood's continue to provide an excellent service. The Mayor requested copies of work sheets submitted.

Councillor Bell stated that the Environment Co-ordinator role was not adequate and proposed a committee structure. Draft terms of reference had been circulated.

Councillor Calver had reservations about the terms of reference and expressed concern that this would result in extra work for the Clerk. The Town Clerk stated that the terms of reference were not clear and suggested a meeting between the Mayor, Councillor Bell and herself during recess to progress this. This was agreed. A further report would be given at the next Town Council Meeting. If approved, the committee would consist of the Town Mayor and Councillors Bell, Clegg, Donnelly and English.

It was

RESOLVED: - that the appointment of an Environment Committee is agreed, in principle.

57 EVENTS

Food and Drink Festival – Councillor Clegg had been involved in organising the event, which had been a great success. She reported it was a good example of partnership working.

Quay Day – Councillor Clegg outlined the structure of the event. Fifty-two stall applications had been received. Councillor Clegg was pursuing external funding. It was

RESOLVED: - that the Quay Day budget be increased by £500.

Santa's Grotto – this would be sited in the Station House to coincide with the Christmas Fair.

58 CHRISTMAS LIGHTS

The Town Mayor reported that she had sought quotations for a new festive lighting scheme and had met with one contractor. All Members had received a copy of the quotation and pictures of the proposed lighting. It was proving difficult to obtain three quotations within the Council's budget. Members discussed the scheme. The Mayor proposed that the scheme and quotation in the amount of £9,803.37 (net of VAT) be accepted.

Councillor Calver proposed that the expenditure be approved but an alternative design for a more traditional tree be sought.

This was seconded by Councillor Clegg.

RESOLVED: - that the proposal is lost.

RESOLVED: - that the proposed festive lighting scheme and quotation in the sum of £9,803.37 (net of VAT) be approved.

59 MEMORIAL BENCHES

The Clerk reported that historically there had been a verbal agreement that the Town Council would maintain memorial benches provided for residents through the Council. Members discussed this and it was

RESOLVED: - that a basic repair budget of £3,000 be approved.

60 HAUL ROAD

RESOLVED: that in the absence of Councillor Skeens, this Item be deferred to the next Meeting of the Town Council.

61 PARAMEDIC COVER IN BURNHAM

RESOLVED: that in the absence of Councillor Skeens, this Item be deferred to the next Meeting of the Town Council.

62 SUMMER SWIMMING

The Town Clerk reported that the summer swimming programme would begin on Monday 29 July and run until 30 August. All Members had received a copy of the costs. Members were reminded that there is a budget provision of £2,000 for 2019/2020.

This was noted.

63 TREES ON GREEN SPACES OWNED BY THE TOWN COUNCIL

The Town Clerk reported that registration of the areas of green space transferred from Maldon District Council in 2012 had never been done and, with the exception of Willow Close, the trees on these areas had not been maintained. The Mayor and Clerk reported on urgent tree works required on the green space in Russet Way. It was

RESOLVED: - that the Town Mayor and Town Clerk be authorised to progress this under delegated authority during the Council's summer recess, in order for the urgent tree works to be carried out in Russet Way and for a survey of the other areas of green space to be undertaken by professional arboriculturists.

64 ALLOTMENTS IN ARCADIA ROAD

The Town Mayor reported that she had been trying to contact MOAT but had not received any response.

65 PROVIDENCE CAR PARK

All Members had received a copy of the two quotations received for repairs. Councillor Calver reported that the third quotation had not yet been received. It was

RESOLVED: - that the Town Mayor, Town Clerk and Councillor Calver be authorised to progress this under delegated authority during the Council's summer recess, in order for repair works to proceed.

A sum would be included in the 2020/2021 budget for further repairs.

66 BURNHAM WEEK RECEPTION

Members discussed the Council's participation in the above event, and it was

RESOLVED: - that a budget of £385 be approved to cover 50% of the costs for the event.

67 ANY OTHER BUSINESS

Councillor Clegg requested permission to make a micro-grant application for Quay Day. The Mayor responded that no decisions could be taken under AOB. Councillor Clegg would pursue this as an individual and report back to the September Meeting.

68 PUBLIC FORUM

Q. Can we have a follow-up on the LDP and NDP? Will BTC debate a motion proposing that the Council writes to the CEO of each developer with our concerns as to the shortage of schools/NHS provision in the Town?

A. Mayor – you are welcome to meet with me during recess to discuss this.

Q. The memorial benches are made of wood. Would BTC consider providing benches made from recyclable plastic in future?

A. We will look into it. It may not be suitable for the conservation area.

Q. Is the payback team still going?

A. Yes. They are now an integral part of Maldon's workforce.

At 9.30 pm it was

RESOLVED: - that the Meeting continue beyond the two-hour limit (as per Standing Orders) to conclude the remaining items of business.

Q. Where can we display the Farmers Market signage?

A. Concerns as to flyposting. The Mayor will liaise.

Q. Concerns were expressed about the public footpath in Glendale Road. It used to be fenced off. What will happen to it?

A. Public footpaths cannot be removed. We will look into this.

Q. What happened to the 'Merry Christmas Burnham' sign?

A. It failed electrical safety testing.

Q. Concerns were raised as to Tesco flower beds.

A. Tesco has suggested we write to the cleaning contractor.

Q. Can the cinema get a heritage grant?

A. Referred to Councillor Clegg. It is a building of historic interest.

69 DATE OF NEXT MEETING

i) Town Council Meeting – Tuesday 3 September 2019 at 7.30 pm.

ii) **RESOLVED: - that the Planning Committee Meeting scheduled for Tuesday 24 September 2019 be re-scheduled to Monday 23 September.**

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

RESOLVED: - 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".

71 EXCLUSION OF THE PUBLIC AND PRESS

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.

The Town Mayor proposed a motion to invoke Standing Order 25a in order to temporarily suspend Standing Order 9 (requirements of notice) to receive urgent reports. She reminded Members that Standing Order 25d states that the Mayor's decision is final as to the application of Standing Orders at a Meeting. It was

RESOLVED: - accordingly.

72 ALLOTMENTS IN ARCADIA ROAD

The Mayor had nothing further to report.

Other reports:

- The Clerk and Mayor reported on the budget for IT support.
- All Members had received a copy of the letter from the Green Spaces Group. This was discussed.
- A verbal report was given by a Councillor experiencing difficulties in their role as representative to an outside body. Members agreed that Councillors and Officers should not be subject to abuse when representing the Council.
- The Clerk reported that a tenant had given notice on their studio at Station House. A potential new tenant had been identified. It was

RESOLVED: - that the Town Mayor and Town Clerk be authorised to progress finding a tenant for the vacant studio and to negotiate an appropriate rent, under delegation of authority during the Council’s summer recess.

73 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 10.10 pm.

Chairman

Date