



**Councillor Mrs Wendy Stamp  
Town Mayor**

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27 August 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 **Tuesday 3 September 2019 at 7.30 pm.**

Members of the Public and Press are welcome to attend.

Yours faithfully,

*SJ 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 MINUTES**

To confirm and sign the Minutes of the Statutory Meeting of the Town Council held on Tuesday 23 July 2019.

## **5 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 23 July 2019 and the notes of the meeting held between the Town Mayor and Planning Clerk during the Council's summer recess.

## **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**

- General Purposes – Councillor Mrs Wendy Stamp
- Highways – Councillor Bob Calver  
To include the discussion of:
  - i) speed reduction on Mill Road.
  - ii) individual mobility issues.
  - iii) requests for double yellow lines in St Mary's Road.
  - iv) update on Devonshire Road.
- Environment – Councillor Vanessa Bell

## **10 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

## **11 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from representatives to outside bodies.

## **12 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for August and September 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 September 2019,
- c) To receive the bank reconciliation, and
- d) To receive a report on internet banking (deferred from 23 July 2019).

All Members have received a copy of the draft internet banking policy.

All Members have received a copy of the internal controls drafted by the Town Clerk.

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

## **13 GRANTS AND DONATIONS**

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

- a) Maldon & District Citizens Advice – a letter has been received from the manager of the above organisation, thanking the Town Council for its £1,000 donation in 2018/19 and asking if the Council would consider increasing its donation for the current year.
- b) Carnival Committee – a letter has been received from the Chairman of the committee requesting a donation of £1,000 towards the cost of safety and security. Members are reminded that there is a £1,000 provision within the Town Council's 2019/20 budget.
- c) Great Burnham Bonfire – a letter has been received from the organiser of the event requesting financial assistance towards the provision of temporary toilet facilities.

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

**14 TOWN COUNCIL SURGERIES**

Saturday 12 October 2019.

**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 (deferred from 23 July):

“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**

Further to Minute 56 of the Statutory Meeting of the Town Council held on 23 July 2019 to receive draft terms of reference for an environment committee, the formation of which was agreed ‘in principle’ at that Meeting.

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

**17 EVENTS**

To receive a report from Councillor Fiona Clegg and the Town Mayor on Quay Day.

**18 UPDATE ON ISSUES PROGRESSED DURING RECESS UNDER DELEGATED AUTHORITY (AS RESOLVED AT THE STATUTORY MEETING HELD ON 23 JULY)**

- Christmas lights.
- Providence car park repairs.
- Trees on green spaces owned by the Town Council. The Town Clerk has drafted a Tree Management Policy for Members’ consideration.
- Memorial benches.
- Station House (a further report will be given under Agenda Item 29).

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

Further to Minute 35 of the Meeting of the Town Council held on 5 June 2019 -

**“RESOLVED: - that the Planning Clerk pursue the Town Council’s complaint via Maldon District Council’s formal complaints procedure”** - all Members have received a copy of the response from Paul Dodson, Director of Strategies, Performance & Governance.

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

**20 HAUL ROAD**

To receive the following motion from Councillor Nick Skeens (deferred from 23 July):

‘Burnham Town Council supports the retention of the Haul Road, which serves the Wilson’s Homes development between Marsh Road and the Pippins. That this road will be used to provide emergency access only into Burnham should Station Road become blocked on or around the Railway Bridge. That the road will be gated at either end, with a coded lock, the combination to which is known only by the Town Council, Maldon District Council, the emergency services and the landowner. That Burnham Town Council should create a working group to follow this through with Maldon District Council and other interested parties.’

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

**21 PARAMEDIC COVER IN BURNHAM**

To receive a report from Councillor Nick Skeens on the above (deferred from 23 July 2019).

**22 ALLOTMENTS IN ARCADIA ROAD**

To receive a report from the Town Mayor.

**23 REVISED STANDING ORDERS AND FINANCIAL REGULATIONS**

Members are requested to consider and adopt the above, in line with new regulations issued by NALC.

**24 'A' BOARD ADVERTISING – THE TOWN AND COUNTRY PLANNING (CONTROL OF ADVERTISEMENTS) (ENGLAND) REGULATIONS 2007**

All Members have received a copy of the correspondence from Jack Ellum, Tourism and Events Manager (Interim) regarding the above.

**Members are requested to consider and determine the Town Council's response.**

**25 STREET NAMING (PUBLIC HEALTH ACT, 1925, SECTION 17)**

All Members have received a copy of the letter from the street naming and numbering officer at Maldon District Council. The following street name, 'Charwood Mews' has been proposed by Think Green Energy Ltd with regard to Land Rear of Charwood, Stoney Hills, Burnham-on-Crouch within the provision of the above Act. The Town Council's comments are invited by Friday 6 September 2019.

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

**26 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).

**27 DATES OF NEXT MEETINGS**

Members to note the following:

Statutory Town Council Meeting – Tuesday 15 October 2019 at 7.30 pm.

Town Council Budget Meeting – Wednesday 23 October 2019 at 7.30 pm.

**28 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.

**29 i) ALLOTMENTS IN ARCADIA ROAD**

To receive a report from the Town Mayor.

**ii) STATION HOUSE**

To receive a report from the Town Clerk on a new licensee.

**iii) ASSETS**

To receive a report from the Town Clerk.

**30 CLOSURE OF THE MEETING**

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