



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
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8 January 2020

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

STATUTORY 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 14 January 2020 at 7.30 pm.**

Members of the public and press are welcome to attend the Meeting. Any person who may find difficulty in access to the Meeting through disability is asked to advise the Town Clerk (contact details above) at least twenty-four hours before the Meeting so that every effort may be made to facilitate access. The Council Chamber has the benefit of an infra-red loop system.

Yours faithfully,

SJ Grimes

TOWN CLERK

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 UNITED IN KIND

To receive a presentation from Amy Melton, 'United in Kind' Coach for the Maldon district, who will outline the new campaign which was launched in Essex on 23 September 2019.

5 MINUTES

To confirm and sign the Minutes of the Extraordinary Meeting held on Tuesday 26 November 2019 and the Meeting of the Town Council held on Tuesday 10 December 2019.

6 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 10 December 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

To receive Co-ordinators' Reports and pass any Resolutions and Orders as necessary.

- General Purposes – Councillor Wendy Stamp. All Members have received a copy of the quotation for IT upgrades.

Members are requested to consider and determine the above.

- Highways – Councillor Bob Calver
- Conservation Area – Councillor Fiona Clegg
- Website – Councillor Nick Skeens

11 ENVIRONMENT COMMITTEE

- To receive the confirmed Minutes of the Meeting held on Monday 18 November 2019.
- To receive a report from the Chairman of the committee.

12 DISTRICT COUNCILLORS' REPORTS

To receive reports from District Councillors.

13 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive reports from representatives to outside bodies.

Further to Minute 190 of the Meeting of the Town Council held on Tuesday 10 December 2019 "**RESOLVED: - that Councillor Nick Skeens be appointed as the Town Council's representative to the River Crouch Coastal Community Team Steering Group**" and pursuant to Standing Order 7a., written notice having been given by three Councillors to the Town Clerk in accordance with standing order 9,

Members are requested to appoint a Councillor as the Town Council's representative to the River Crouch Coastal Community Team Steering Group.

14 ACCOUNTS AND TRANSFER OF FUNDS

- To approve the payment of Accounts for January 2020 and to agree a transfer of funds to meet the Town Council's financial requirements,
- To receive the comparison of actual to budgeted payments and receipts to January 2020,
- To receive the bank reconciliation, and
- To approve a transfer of funds into the Unity Trust Bank account.

15 GRANTS AND DONATIONS

The remaining budget for 2019/2020 is £1,850.

No requests have been received for this Meeting.

16 TOWN COUNCIL SURGERIES

Saturday 8 February 2020

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

17 TOWN-WIDE PARKING REVIEW

Further to Minute 192 of the Meeting held on Tuesday 10 December 2019,

Members are requested to discuss the above.

18 BURNHAM OBSERVATORY PROPOSAL

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

19 HAUL ROAD

To receive a report from the Working Group following a meeting on 11 December 2019.

20 ALLOTMENTS IN ARCADIA ROAD

To receive an update from the Town Mayor.

21 TOWN CLOCK AND CLOCK TOWER

To receive a report from the Town Clerk regarding the annual servicing of the clock and electrical installation in the clock tower.

22 BT TELEPHONE BOX REMOVAL CONSULTATION

All Members have received a copy of the correspondence from Maldon District Council, regarding the above. BT proposes the removal of the telephone box in Church Road. The Town Council has been requested to agree/adopt/object with a short commentary to support its decision. The Council's comments are requested by 13 February 2020.

23 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).

24 DATE OF NEXT MEETING

Members to note the following:

Town Council Meeting – Tuesday 18 February 2020 at 7.30 pm.

25 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.

26 ALLOTMENTS IN ARCADIA ROAD

To receive a report from the Town Mayor.

27 STATION HOUSE

All Members have received a copy of the surveyor's report.

Members are requested to consider the above.

28 CLOSURE OF THE MEETING

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