

**MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 19 NOVEMBER 2019 AT 7.30 pm IN THE TOWN COUNCIL CHAMBER**

**Present: - Town Mayor, Councillor Wendy Stamp.**

**Councillors: – Vanessa Bell, Bob Calver, Jennifer Donnelly, Helen Elliott, Jane English and Ron Pratt C.C.**

**In Attendance: - Town Clerk, Sarah Grimes and RFO, Kevin Money.**

**156 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Fiona Clegg, Neil Pudney and Nick Skeens.

**157 DECLARATIONS OF INTERESTS**

There were none.

**158 TOWN MAYOR’S ANNOUNCEMENTS**

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

- The Darby & Joan Club held at the United Reformed Church, where she had been the guest speaker.
- A school tour with the new head teacher of Ormiston Rivers Academy, whom she described as inspirational, positive, extremely student oriented and a great asset. The Mayor stated that the pupils are an absolute credit to themselves and their school.
- The croquet club presentation of awards.
- Remembrance Sunday and Armistice Day. The Mayor had been proud to represent the community and Council. Her Majesty’s Deputy Lord Lieutenant, Mr Brian Burroughs, had been in attendance as was Councillor Bob Boyce, Chairman of Maldon District Council. The Mayor thanked Cannon Lionel and Sarah Grimes, the Town Clerk and her assistant.
- The Women’s Guild, where she had been the guest speaker.

The Mayor had the honour of speaking to all the children at St. Mary’s School to explain the role of being a lady Mayor. All the children were exceptionally respectful and interested and their questions had been well prepared and diverse. The Mayor read a super story to the little ones, called Mama for Mayor. She described the afternoon as “absolutely wonderful”.

The Mayor reported on the completion of the “Tommy” garden. She thanked Sarah Grimes, the Town Clerk and ‘The Limes team’.

The Mayor stated that Burnham is lucky to have so many volunteer groups that are not just exclusive to Burnham residents but for the benefit of the Dengie Hundred as a whole. She highlighted their importance in supporting the socially isolated and said she hoped everyone would take a few minutes out of their busy lives to check on someone who maybe lonely, ill, bereaved or just because it’s the right, and a nice thing to do. The Mayor said that she had met so many fantastic people since being elected Burnham’s Mayor and everyone should continue working hard to ensure it remains a caring, lively town with so much to be proud of.

The Mayor finished by thanking the CEO team for their patrols at the Town’s schools to monitor parking.

**159 MINUTES**

**RESOLVED: - that the Minutes of the Statutory Meeting of the Town Council held on Tuesday 15 October 2019 and the Budget Meeting held on Tuesday 29 October 2019, be confirmed and signed.**

**160 PLANNING COMMITTEE MINUTES**

**RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Tuesdays 15 October and 5 November 2019, be duly received.**

**161 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Q. My question relates to Agenda Item 9, Highways Report. A car overturned on the bends last weekend and this is the third incident in this spot over the past three/four years. Is this something that Highways can look at?

A. Councillor Ron Pratt, C.C. responded that this is in the Althorne Ward. However, where there is a frequency of incidents, the safety team do analyse it and make recommendations to the Local Highways Panel. There will probably be an application for funds at the next meeting.

**162 TOWN CLERK'S REPORT**

This was noted and in particular:

**1 QUAY WORKING GROUP**

Further to the informal budget meeting held on Monday 18 November, Members were requested to discuss the formation of a working group to progress ownership issues. It was

**RESOLVED: - that i) a working group be formed and ii) the Town Mayor and Councillors Bob Calver and Jennie Donnelly be appointed as members.**

**2 TREE SURVEY**

All Members had received a copy of the survey and quotation for works to trees on green spaces in the ownership of the Town Council, transferred from Maldon District Council in 2012. It was

**RESOLVED: - that works in the sum of £2,475 (excluding VAT) be approved.**

**5 STREET NAMEPLATE SIGNS**

An email had been received via District Councillor Wendy Stamp, regarding street nameplate signs around the District. Requests for signs that need replacing are required by Friday 29 November. Members were requested to notify the Town Clerk accordingly. Councillor Pratt reported the Glendale Road sign.

Updates from the previous Meeting:

The Town Clerk reported that she had written to Maldon District Council regarding representation on the Southend Airport Liaison Committee.

Councillor Bob Calver reported that a Marine Licence had been granted in respect of the Llys Helig.

**163 DIARY DATES**

These were noted. The Mayor confirmed that allotment committee meetings will be held on the last Wednesday of each month. The DHGPC Quiz would be held on 27 November.

**164 CO-ORDINATORS' REPORTS**

General Purposes – Councillor Mrs Wendy Stamp stated that a report on the IT equipment would be presented to a Meeting in the New Year.

Highways – Councillor Bob Calver reported the following:

- Ramblers Way lighting issues have been resolved.
- Church Road pothole – repaired.
- Southminster Road lights – the old lamppost that predates the development is not working but when queried a while back, Highways had said lighting for the whole stretch was being upgraded by the developer. The planning documents were revisited to confirm that a lamppost is to be erected either side of the entrance and on the opposite side, one light directly opposite the entrance and one to the north and one to the south. This should light the whole stretch well. As of 19 November, only the two lampposts either side of the entrance had been installed. Councillor Calver had been in contact with Planning Enforcement at MDC who can take no action as the Planning permission condition is that the lights should be installed once the development is complete. Actions going forward:
  1. Confirm with Highways that the old light will be superseded by the developer's new lights as they stated originally or if not, ask them to revisit their original decision not to repair it and reinstate it forthwith.

## 164 CO-ORDINATORS' REPORTS (continued)

2. Confirm with MDC Planning Officers that the planning documents do indeed show five lights.
3. Check with the developer when the site will be 'complete'.

It was agreed that Councillor Calver would progress this issue and report back.

The Town Mayor asked if the Council had previously discussed having yellow lines down Glendale Road, for the school as the parking situation is becoming serious. Councillor Pratt responded that to help junction enforcement, through the LHP, there is a form and a procedure to go through. This must be supported by residents in the area, in the form of a petition. Councillor Pratt is currently progressing this in his role as County Councillor. However, it is a long process.

- Site entrance Southminster Road – all now seems in order and the ramp has gone.
- St Cuthbert's direction sign – Councillor Pratt reported that the works had been approved by the LHP, at a lower cost than previously reported.
- Pippins development damaged kerbs – reports had been received of lorry damage to the kerbs.
- Road layout signs Maldon Road – the Mayor had pursued this through MDC Planning and the signs had been replaced.
- Website – Councillor Nick Skeens was not present. The Town Mayor reported on recent user figures. The Clerk reported that she had arranged for the RFO to have training to upload documents and audio Minutes.

## 165 ENVIRONMENT COMMITTEE

**i) RESOLVED: - that the confirmed Minutes of the Meeting held on Thursday 10 October 2019 be duly received.**

ii) Nothing to report other than iii) below.

**iii) RESOLVED: - that the Terms of Reference for the Committee be amended to allow two members to act in the role of Vice Chairman.**

## 166 DISTRICT COUNCILLORS' REPORTS

### Overview & Scrutiny

Councillor Bell reported:

- A presentation from the privatised Probation Service which focused on the work of the Community Payback Team. Councillor Bell will clarify whether the Town Council has to go through Sue Finch at MDC to use the Payback Team.
- Essex Community Rehabilitation Company.
- Maldon District Council Community Safety Partnership Update.
- Essex Police Report from Acting Inspector Barry Booth.

Councillor Skeens was not present.

Councillor Stamp stated that it was extremely difficult to make a report during Purdah. She had asked where the money from TruCam goes.

The Mayor would report on the new committee structures at the January Meeting.

## 167 TOWN COUNCIL REPRESENTATIVES' REPORTS

Cllr Calver – Burnham Week – the Town Council's cheque has not been cashed.

Cllr Donnelly – there had been a meeting of BCAP, as a working group. The facebook page is proving successful. 4,251 people have read their post in the past twenty-eight days. They are looking at getting Neighbourhood Watch going, particularly on social media.

Cllr Donnelly had also attended the DHBUG meeting and the Chamber of Commerce AGM and taken part in various green spaces activities. A litter pick would be held the following Saturday at Hester Place.

**167 TOWN COUNCIL REPRESENTATIVES' REPORTS (continued)**

Cllr English reported that Police representatives would be attending the BCAP meeting the following Thursday. The Mayor stated that the Council is now fostering very good relations with the Police. Cllr Pratt reported that the Carnival Committee had held their annual finance meeting. Income was a little under £11,000 and outgoings around £8,500. Donations in 2018 amounted to £3,000. The procession cost £3,382.

Councillor Pratt reported on difficulties with the Festive Fayre/Christmas tree lighting itinerary. The Carnival Committee do not want a Santa at both ends of the Town.

The Mayor stated that Abellio will only provide the train if there is a Santa. The Mayor and Councillor Clegg will be dressing up and going on the train. Councillor Pratt reported that the Rotary Club Santa is reluctant to hand out presents at the bottom of the Town.

Councillor Pratt proposed that 'Mrs Claus' attend at the Station and that the 'sweets Santa' hand out sweets at the bottom end of the Town.

**RESOLVED: - agreed accordingly and this matter be delegated to the Town Mayor, Town Clerk and Councillor Pratt to progress.**

**168 ACCOUNTS AND TRANSFER OF FUNDS**

a) **RESOLVED: - that the payment of Accounts for November 2019 be approved and signed.**

b) Members noted the comparison of actual to budgeted payments and receipts to November.

c) The bank reconciliation was approved.

**169 GRANTS AND DONATIONS**

**The remaining budget for 2019/2020 was £2,450.**

A request had been received from the Chairman of the Burnham-on-Crouch Carnival Committee for a donation of £500 towards lighting for the Christmas Fayre.

*Councillor Pratt declared a personal Interest as a stallholder at the event.*

After a detailed debate it was

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

**170 TOWN COUNCIL SURGERIES**

Subject to confirmation it was

**RESOLVED: - that Councillor Bob Calver attend the surgery to be held on Saturday 14 December 2019.**

**171 PROJECTED OUTTURN 2019/20**

This was noted. Further information to follow.

**172 ORIGINAL BUDGET 2020/21**

Further to Minute 148 of the Budget Meeting held on Tuesday 29 October 2019, Members were requested to recommend a Budget for 2020/21. It was

**RESOLVED: - that consideration of this Item be deferred to the next Meeting.**

**173 TOWN COUNCIL PRECEPT FOR 2020/21**

Further to Minute 149 of the Budget Meeting held on Tuesday 29 October 2019, Members were requested to determine a Precept for 2020/21. It was

**RESOLVED: - that consideration of this Item be deferred to the next Meeting.**

**174 TOURIST INFORMATION CENTRE**

i) Councillor Clegg was not present. It was

**RESOLVED: - that the business plan be approved and submitted to Maldon District Council.**

ii) All Members had received a copy of the quotation for the mobile TIC. It was

**RESOLVED: - that consideration of this Item be deferred to a future Meeting of the Town Council, following approval of the business plan by Maldon District Council.**

**175 HAUL ROAD**

Councillor Skeens was not present. The Town Mayor read out Councillor Skeens’ report from the meeting with Charlie Fillingham. This was noted and it was

**RESOLVED: - that consideration of this Item be deferred to the next Meeting.**

**176 ALLOTMENTS IN ARCADIA ROAD**

The Town Mayor reported that the new lease is being drawn up and the Council’s solicitor is awaiting a reply from MOAT’s solicitor.

**177 PEABODY SERVICE**

A request had been made by the Team Manager, Essex Outreach Services, to run a drop-in service at the Station House, on alternate Mondays, providing housing related advice. It was

**RESOLVED: - that the request be approved at a cost of £6.50 per hour.**

The Town Clerk reported on the damp issue at Station House and it was

**RESOLVED: - that the Town Council commission a surveyor’s report.**

**178 STAFFING COMMITTEE**

All Members had received a copy of the draft Terms of Reference. It was

**RESOLVED: - that the Terms of Reference for the Staffing Committee be adopted.**

**179 PUBLIC FORUM**

Q. Will one of the District Councillors find out about the provision of new houseboats following removal of the Llys Helig? Can we ensure that they comply with regulations regarding the collection and discharge of waste water?

A. Yes.

Q. Is there any progress with the provision of a Special Constable?

A. No.

**180 DATE OF NEXT MEETING**

Members noted the following:

Town Council Meeting – Tuesday 10 December 2019 at 7.30 pm.

**181 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.**

**182 i) ALLOTMENTS IN ARCADIA ROAD**

Nothing further to report.

**ii) STAFF MATTERS**

Members noted the Annual Report from the Town Clerk on National Conditions of Service, Salary Scales and Allowances.

**183 CLOSURE OF THE MEETING**

Having considered and determined all items of business, the Meeting was closed at 9.02 pm.

Chairman .....

Date .....