

**MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 14 JANUARY 2020 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, Ron Pratt C.C. and Nick Skeens.**

**In Attendance: - Town Clerk, Sarah Grimes**

**215 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Neil Pudney. Councillor Pudney had requested that his reason for absence, a hospital appointment, be recorded.

**216 DECLARATIONS OF INTEREST**

There were none.

**217 TOWN MAYOR'S ANNOUNCEMENTS**

Councillor Mrs Wendy Stamp, the Town Mayor, opened her report by saying "As we start a New Year I just would like to take a moment to reflect on people we all have lost and the others who are poorly and suffering. Let us hope we are all a little kinder and demonstrate a greater level of tolerance and patience enabling everyone to enjoy what is actually important that could disappear in an instant".

She reported that Burnham Town Council had taken part in the annual inter-council quiz and the team had put up a good fight. Southminster were the winners of the John Mardon trophy.

The Mayor reported that the Christmas period had been "absolutely brilliant" in Burnham with so many events taking place and she was honoured to be invited to so many. She thanked everyone who had contributed. The children had worked so hard to remember lines for plays and songs and parents made some wonderful costumes. She had loved seeing all the waving from the kiddies and parents faces when they saw their beautiful child on stage or in the choirs, which is what makes Christmas, Christmas.

Harmony Choir held a wonderful concert, raising £500 for the Burnham Museum.

Councillor Clegg had worked hard to ensure the children who rode on the Santa train had a great time. The characters included Santa Claus, his footman, Elves, Olaf, Pingu the penguin and the Ice Queen. Many people coming off of the Santa train attended the Christmas Tree Fayre at the United Reformed Church, before walking down to the Festive Fayre.

Despite a cold windy Sunday, Burnham Town Council held the lighting of the town's Christmas tree with Carols, prayers, mince pies and a visit from Santa and Mrs Claus who gave all the children presents.

The Mayor reported that she had attended:

- Farleigh Hospice Light up a Life Carol Service,
- St Mary's school choir performance,
- Burnham Town Council Civic Carol Service,
- The RNLI Lifeboat Service, conducted by Cannon Lionel Webber,
- Dengie D-Caf' Christmas event, where she had dressed as Mrs Claus,
- St. Mary's School's nativity play which had beautiful singing, dancing and acting. This was followed by their Carol Service in the church. The selection of Carols and leadership was exemplary.

## 217 TOWN MAYOR'S ANNOUNCEMENTS (continued)

- Ormiston Rivers Academy 'We Will Rock You'. The Mayor said that there were definitely a number of future West End stars performing!
- The 'Epic Dance' performance, held at William de Ferrers School. This growing troupe played to a packed audience and put so much hard work, originality, compassion, respect and laughter into their performances. The youngest member had just turned five. The Mayor gave a special mention to Carlie, who is so proud of all her students.
- The Burnham Day Centre Christmas lunch. The Mayor described Joan Cooper and her team of volunteers as amazing. The food was locally produced and cooked to perfection. Santa popped in to deliver presents and everyone sang their hearts out with the Dengie Duo, John and Angela.

## 218 UNITED IN KIND

Amy Melton, 'United in Kind' coach for the Maldon district, outlined the new campaign which was launched in Essex on 23 September 2019, to tackle the issue of loneliness and social isolation.

'United in Kind' is a social movement and there are three strands to the campaign –

1. tidy together – making sure the spaces we live in are tidy, community gardens, community litter picks,
2. learn together – the passing on of skills between different generations and different groups of people, and,
3. kind together – encouraging small acts of kindness, such as visiting a neighbour or giving up a seat on public transport. Kindness is contagious!

There are twelve 'United in Kind' coaches across Essex, nine employed by the RCCE and three by WECAN (West Essex Community Action Network). Ms Melton's role as coach for the Maldon district is to promote the campaign and to support people with funding information, access to buildings etc. if they have ideas for their community. She has been involved in a 'cupcake' project with the URC churches and is working with Maldon District Council in the 'coat rail' donation scheme. Ms Melton asked the Town Council to promote 'United in Kind'. Councillor Vanessa Bell asked to liaise with Ms Melton in respect of a community wide litter pick. Councillor Fiona Clegg was already speaking with Ms Melton with regard to an idea for older people to teach children how to knit. It was

**RESOLVED: - that the Town Council would promote the 'United in Kind' initiative on the Council website.**

The Mayor thanked Ms Melton for attending the Meeting.

## 219 MINUTES

**RESOLVED: - that the Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 26 November and of the Meeting of the Town Council held on Tuesday 10 December 2019, be confirmed and signed.**

## 220 PLANNING COMMITTEE MINUTES

**RESOLVED: - that the confirmed Minutes of the Planning Meeting held on Tuesday 10 December 2019, be duly received.**

## 221 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Q. Can we have an update on Southend Airport liaison and the Llys Helig?

A. This is being pursued.

Q. The condition of the wall inside the 'round' of the clock tower is poor. Can this be cleaned?

A. This will be looked at.

## 222 TOWN CLERK'S REPORT

Sarah Grimes, the Town Clerk, reported on an email received that morning. District Councillor Anne Hull had requested an informal meeting with Members to get ideas of both the parking in Burnham and the starting of a youth club in the town. It was agreed that in the interests of openness and transparency this would be an Agenda Item for the next Meeting and that Councillor Hull be given a five minute slot to speak.

The Clerk reported that the Town Council's business plan had been submitted to Maldon District Council in respect of the TIC. She had contacted Mr Ellum for an update and been told that this had been passed to another Officer to progress. The Town Council would be asked to provide further information. The Mayor confirmed that she was also chasing this up at MDC.

The Clerk was trying to arrange an informal meeting for the Bradwell B Project Team to discuss the latest proposals for the new nuclear power station. This would be open to Councillors only. A much wider public engagement was planned for later in the year.

This was agreed.

## 223 DIARY DATES

These were noted.

## 224 CO-ORDINATORS' REPORTS

- General Purposes – All Members had received a copy of the quotation for IT upgrades. Councillor Ron Pratt C.C. outlined IT issues he was experiencing after moving across to an Apple platform.

*The Meeting was briefly interrupted by a concerned member of the public reporting a security issue at a building on the Quay. Councillor Donnelly briefly left the Meeting at 8 pm to provide assistance.*

The Mayor and the Clerk would be having a meeting with the IT consultants and Website designer.

Councillor Pratt requested hard copies of summons etc until the IT issues were resolved. The Clerk would arrange this. It was

**RESOLVED: - that the quotation for IT upgrades in the sum of £1,209.17 (ex VAT) be approved.**

The Mayor further reported that the chamber roof inspection had been arranged. A storage unit would be provided for the environment committee tools.

- Highways – Councillor Bob Calver had submitted a written report. He highlighted the continuing issue of the Southminster Road streetlights.

Councillor Calver proposed that the Town Council prepares a statement, with photos, about the condition of pavements in general within the town and stating that the Town Council is not happy with the state of the pavements.

Councillor Pratt responded that there is a footpaths' initiative. It was agreed that Councillors Calver and Pratt prepare the statement together. This would include the areas of concern that had come to the Environment Committee.

The Mayor asked Councillor Pratt if he could chase the Section 106 payment to Highways for the Maldon Road junction improvements. Councillor Pratt responded that he believed it would be a local planning authority responsibility and that the Town Council could only look to a Maldon District Councillor to pursue. The Mayor asked Councillor Pratt to find out if a plan/survey had been carried out on the Maldon/Church Road junction. She had contacted Essex County Council eighteen months earlier and had not received any follow-up.

- Conservation Area – Councillor Clegg had nothing to report.
- Website – Councillor Nick Skeens stated that there had been 1,400 users over the past twenty-eight days. Councillor Pratt reported that the website diary was not up to date.

## 225 ENVIRONMENT COMMITTEE

The Mayor reminded Members that the Town Council does not have a ‘no paper’ policy. This would breach the Equality Act. The Chairman of the Environment Committee noted and supported this statement. It was

- i) **RESOLVED: - that the confirmed Minutes of the Meeting held on Monday 18 November 2019, be duly received.**
- ii) Councillor Bell had nothing further to report.

## 226 DISTRICT COUNCILLORS’ REPORTS

Councillor Nick Skeens reported on:

- Problems with call-ins in respect of planning applications. Since the loss of the Parish Trigger it had been harder to get applications called in for discussion at area planning committee meetings.
- The Performance, Governance and Audit Committee had a tracking table for work on flooding responsibilities, economic development, business rate growth, safe and clean environment and a list of people looking after it and how it will be handled under the transformation, as the Council moves into the new phase of organisation.

Councillor Vanessa Bell – The Overview & Scrutiny had again been cancelled due to a lack of business. Terms of Reference are being put together for a ‘watching brief’ group.

Councillor Wendy Stamp reported that Independent Councillors are not being appointed to working groups. The Monitoring Officer had decided that they did not have to be politically balanced. Councillor Pratt said it was worth mentioning that working groups do not make decisions, they only bring recommendations and reports to Council and the full Council makes the decisions.

The Audit Committee had approved a new risk management policy. The Auditor’s recommendations were approved with a couple of minor changes. There had been areas of concern; the accounts were late and an additional spend had been approved for the auditors to finish the work.

District Councillor Anne Hull was not in attendance.

## 227 TOWN COUNCIL REPRESENTATIVES’ REPORTS

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 were requested to appoint a Councillor as the Town Council’s representative to the River Crouch Coastal Community Team Steering Group as Councillor Skeens had subsequently been appointed to the Steering Group in his capacity as a District Councillor. It was

**RESOLVED: - that Councillor Fiona Clegg be appointed as the Town Council’s representative to the River Crouch Coastal Community Team Steering Group.**

BC. Quay Working Group – the main areas of concern are ownership and responsibility for maintenance. Faults on the quay can be reported via the ECC website and it has responsibility. Residents unable to report issues online can do so via the Clerk’s Office.

It was agreed that i) Councillor Calver write a letter to Essex County Council asking for the Quay to be cleaned and ii) a statement be posted on the website to say that the Town Council is not responsible for the maintenance of the Quay or footways.

FC. Councillor Clegg suggested that the Council get involved in a VE Day anniversary event. The Town Clerk, who was already liaising with the Royal British Legion, would arrange a meeting.

RP. The Carnival AGM was scheduled for 4 February 2020. Councillor Bell stated that there are still Carnival posters posted throughout the town. She asked that they be removed.

WS. The Dengie Hundred Group of Parish Councils’ meeting would be held the following day.

**228 ACCOUNTS AND TRANSFER OF FUNDS**

- a) **RESOLVED: - that the payment of Accounts for January 2020 be approved and signed.**
- b) Members noted the comparison of actual to budgeted payments and receipts to January 2020.
- c) The bank reconciliation was approved.
- d) **RESOLVED: - that £60,000:00 be transferred from the Council's Barclays current account to the Council's Unity Trust account.**

**229 GRANTS AND DONATIONS**

The remaining budget for 2019/2020 was £1,850. No requests had been received for this Meeting.

**230 TOWN COUNCIL SURGERIES**

**RESOLVED: - that Councillors Clegg and English attend the surgery to be held on Saturday 8 February 2020.**

**231 TOWN-WIDE PARKING REVIEW**

Further to Minute 192 of the Meeting held on Tuesday 10 December 2019, Members discussed the above. Councillor Calver stated that a review is necessary. Councillor Pratt responded that parking is the responsibility of the South Essex Parking Partnership which is devolved to Maldon District Council. Councillor Calver said that the issue is not residents' parking schemes but the safety of various places in Burnham that are compromised by parking. He receives constant requests for yellow lines. More off-road parking is needed.

It was

**RESOLVED: - that this Item be deferred until after Members' meeting with District Councillor Anne Hull and Mr Adrian Rayner.**

**232 BURNHAM OBSERVATORY PROPOSAL**

Councillor Skeens reported that he is working on a proposal for funding. Ownership matters are being pursued.

**233 HAUL ROAD**

Councillor Skeens reported that he and Councillor Jennie Donnelly had attended a site visit. There was nothing further to report at this stage. Councillor Skeens briefly reported on cycling access and the Vanguard (not items of business on this Agenda).

**234 ALLOTMENTS IN ARCADIA ROAD**

The Mayor reported that a meeting had been arranged with the Allotment Association Committee to discuss the new lease.

**235 TOWN CLOCK AND CLOCK TOWER**

The Town Clerk reported that she had obtained a quotation from Smith's of Derby in the amount of £254 (ex. VAT) for the annual servicing of the clock. It was

**RESOLVED: - that the quotation be accepted.**

The Clerk reported that an electrical installation report is required for the clock tower, together with a new consumer unit. An electrical contractor had carried out an inspection. It was

**RESOLVED: - that the quotation in the amount of £500 (ex VAT) be accepted.**

**236 BT TELEPHONE BOX REMOVAL CONSULTATION**

All Members had 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 had been requested to agree/adopt/object. The report states that this is a low usage box. It was

**RESOLVED: - that the Town Council agrees with the recommendation to remove the BT telephone box in Church Road.**

**237 PUBLIC FORUM**

Q. i) Could Councillor Clegg, at a future meeting, conduct a review of potentially updating conservation area policies which are very out of date? ii) Once that has (hopefully) been carried out, agree there should be a communication policy to all local architects?

A. Councillor Clegg will liaise with Tim Howson, the Conservation Officer at Maldon District Council.

Q. Can the Council look at the previous reports submitted on the condition of the Quay and include them in the statement when writing to ECC?

A. Yes.

Q. We are looking to resurrect Neighbourhood Watch. We are canvassing at the Co-op at the weekend under the banner “Get our Watch Ticking” and a meeting has been arranged for 18 February, with a view to getting people involved and appointing a local co-ordinator. Will the Council please continue to support this?

A. Yes.

**238 DATE OF NEXT MEETING**

Members noted that the next Meeting of the Town Council is scheduled for Tuesday 18 February 2020 at 7.30 pm.

**239 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.**

**240 ALLOTMENTS IN ARCADIA ROAD**

The Town Mayor had nothing further to report.

**241 STATION HOUSE**

All Members had received a copy of the surveyor’s report. The Clerk reported on a number of issues with the building and it was

**RESOLVED: - that the Town Mayor and Town Clerk be authorised to obtain legal advice on behalf of the Town Council.**

**242 CLOSURE OF THE MEETING**

Having considered and determined all items of business, the Meeting was closed at 9.20 pm.

Chairman .....

Date .....