



**Councillor Fiona Clegg
Town Mayor**

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BURNHAM-ON-CROUCH
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2 September 2020

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 remotely* (on Microsoft teams) on **Tuesday 8 September 2020 at 7.30 pm.**

*** The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Members of the Public and Press are welcome to attend the Meeting. Anyone so wishing must provide their email address to the Town Clerk at office@burnhamtowncouncil.com or by telephone on 01621 783 426, by 9.30 am on Monday 7 September 2020 at the latest. A link to join the Meeting will be sent to them. Personal data will be processed in accordance with Article 6 of the General Data Protection Regulation 2018 (GDPR).

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

In order to facilitate the efficient running of remote Council Meetings, members of the public and press are requested to send questions relating to an Agenda Item to be considered under **"7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA"** in writing, to the Town Clerk, by 9.30 am on the day prior to the Meeting.

Yours faithfully,

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.

The Town Mayor will explain the procedures for speaking and voting at the Meeting.

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

To receive the Town Mayor's announcements.

4 CO-OPTION

Members are requested to receive written applications for the office of Town Councillor and co-opt a candidate to fill a vacancy in the north ward.

Candidates have completed a short application form and confirmed their eligibility for the position of councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the town clerk by the prescribed deadline (26 August).

Eligible candidates will be invited to attend the meeting and speak for a maximum of five minutes. Candidates will be asked to introduce themselves, give a resume of their background and experience, and explain why they wish to become a member of the council. The process will be carried out in the public session. Following candidates' submissions, the council will proceed to a vote.

5 MINUTES

To confirm and sign the Minutes of:

1. the Meeting of the Town Council held on Tuesday 18 February 2020,
2. the Extraordinary Meeting of the Town Council held on Friday 20 March 2020,
3. the Statutory Meeting of the Town Council held on 23 July 2020 and,
4. the Extraordinary Meeting of the Town Council held on Friday 24 July 2020.

6 PLANNING COMMITTEE MINUTES

To receive and sign:

1. the confirmed Minutes of the Planning Meetings held on Tuesdays 18 February and 3 March 2020,
2. the notes of applications considered during delegated authority (in accordance with Minute 272 of 20 March 2020 - "It was **RESOLVED: - a) that authority of Council decisions be delegated to the Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in conjunction with the Town Mayor, Deputy Town Mayor, General Purposes Co-ordinator and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council, during any period of restricted activity declared by the Government in respect of the Covid-19 virus; such delegation to enable the Council to fulfil its responsibilities to its residents."**)

6 PLANNING COMMITTEE MINUTES (continued)

17 March, 31 March, 14 April, 5 May, 19 May, 2 June, 30 June, 14 July, 28 July 2020 and,

3. the notes of the meetings held on 11 and 25 August 2020, between the Town Clerk, Town Mayor, Deputy Mayor and Planning Clerk, during the Town Council's summer recess (in accordance with Minute 293 of 24 July 2020).

7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive written questions from the public and press (in accordance with Minute 292 of the Extraordinary Meeting of the Town Council held on Friday 24 July 2020).

8 TOWN CLERK'S REPORT

To receive the Clerk's Report (below) and pass any Resolutions and Orders as necessary.

The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.6) Order 2020

Essex County Council has made the above Order. The effect of the order is to revoke 'No Waiting at Any Time' restrictions on the east side of Station Road, Burnham-on-Crouch in the District of Maldon, from a point approximately 4.2 metres south east from the point in line with the southern kerb line of Alexandra Road, south east for a distance of approximately 10.7 metres to allow for the installation of a Zebra Crossing and associated zig zags markings. This Order will be incorporated into The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) Consolidation Order 2019 by substituting tile number TQ945 962 revision 0 to revision 1. The Order came into operation on 31 August.

Promenade Park Garden Play Site – Consultation

A six-week consultation has been launched to find out what residents and visitors think of the design proposals for the play area at the top of Promenade Park (sometimes known as the Sensory Garden). Improvements are planned with the aim of making better use of the green space and creating a more natural inclusive play area. The project has been commissioned as a result of developer contributions via a Section 106 agreement and capital funding from the Council. MDC would like to encourage members of the public to share their thoughts and suggestions on the proposals. This scheme is particularly designed for younger children who are beginning to play independently, including primary school age and will include accessible play elements. Concept drawings and feedback form can be viewed via

www.visitmaldondistrict.co.uk/GardenPlayArea The consultation is open until 25 September 2020.

The government has issued three new planning consultations:

1. Changes to the current planning system: Consultation on changes to planning policy and regulations,
2. White Paper: Planning for the Future and,
3. Transparency and Competition: A call for evidence on data on land control.

9 DIARY DATES

None to report.

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Wendy Stamp
- Highways – Councillor Bob Calver
- Conservation Area – see Agenda Item 18
- Website – see Agenda Item 18

Members are requested to pass any Resolutions as necessary.

11 ENVIRONMENT COMMITTEE

To receive a report from the chairman of the committee and to consider a motion to disband the committee and appoint an Environment Co-ordinator.

Members are requested to consider and determine the above.

12 DISTRICT COUNCILLORS' REPORTS

To receive district councillors' reports.

13 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive representatives' reports.

14 ACCOUNTS AND TRANSFER OF FUNDS

- To approve the payment of Accounts for September 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 September 2020,
- To approve the payment of Accounts for March, April, May, June, July and August 2020, made in accordance with Minute 272 of 20 March 2020 and Minute 293 of 24 July 2020 and,
- To receive the bank reconciliation.

15 GRANTS AND DONATIONS

No requests have been received for this Meeting.

16 ALLOTMENTS

To receive an update on progress with the ownership issue from Councillor Wendy Stamp.

17 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

To consider the appointment of Members to represent the Town Council on external organizations/bodies in order to fill vacant positions:

Village Hall Committee (1)

Aylett's Charity (1)

Dengie Hundred Group of Parish Councils (1)

Bradwell Local Community Liaison Council (1)

River Crouch Coastal Community Team (1)

River Crouch Coastal Community Team Steering Group (1)

18 INTERNAL OFFICES

To consider the appointment of Members to internal offices in order to fill vacant positions:

Conservation Area Inspection (1)

Website – Members are requested to:

- i) consider and determine whether to outsource the maintenance of the town council's website or appoint a councillor to undertake day to day operations,
- ii) consider and approve a training budget of up to £500 and,
- iii) discuss compliance with the Accessibility Regulations 2018 that come into force for existing websites on 23.9.20.

19 TOWN COUNCIL COMMITTEES/WORKING GROUPS

To consider the appointment of Members to Town Council Committees and Working Groups in order to fill vacant positions:

Neighbourhood Development Plan Strategy Group (1)

Haul Road Working Group (3)

Observatory Working Group (3)

Tourism Working Group (1)

20 CCTV

To receive a report from Councillor Wendy Stamp.

21 WAR MEMORIAL

To discuss the improper use of the environs of the war memorial and to consider options to resolve this.

22 CASUAL VACANCIES IN THE NORTH AND SOUTH WARDS OF THE TOWN

To receive a report on the above.

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:

Statutory Town Council Meeting – Tuesday 13 October 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

To discuss any amendments to the new lease.

27 STAFF MATTERS

To receive a report prior to a meeting of the staffing committee.

28 CLOSURE OF THE MEETING

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