



**Councillor Ron Pratt C.C.
Town Mayor**

**Sarah Grimes, Town Clerk
Telephone: 01621 783 426
email office@burnhamtowncouncil.com**

**Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA**

7 October 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 remotely* (on Microsoft teams) on **Tuesday 13 October 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 12 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 MINUTES

To confirm and sign the Minutes of the Extraordinary Meeting of the Town Council held on Friday 4 September and the Meeting of the Town Council held on Tuesday 8 September 2020.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesdays 8 and 22 September 2020.

6 STAFFING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Staffing Committee Meeting held on Thursday 10 September 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.

1. Public Health (England) has issued new guidance 'stopping coronavirus (COVID-19) from spreading: what you can do to help'.

2. Local Needs Affordable Housing

The Rural Community Council for Essex (RCCE) has increased its support to communities thinking about Community Led Housing projects. Eastern Community Homes is a resource and advice hub for communities in the East of England looking for support and can be accessed at <https://easterncommunityhomes.com/>
The advice for groups in Essex is offered through RCCE.

3. Highways Highlights September 2020

All Members have received a copy of the above.

8 TOWN CLERK'S REPORT (continued)

4. Essex County Council Survey to Explore Service Users' Experience of Covid-19

Essex County Council (ECC) and partners want to understand what people experiences during Covid-19 have been like over the last few months. The survey is aimed at:

- People aged 18 and over who receive a service from Social Care including the Young People with Disabilities Team.
- Self-funders.
- People who accessed the Essex Wellbeing Service.
- And informal and family Carers.

The online survey can be completed until 18 October 2020 at:

<https://consultations.essex.gov.uk/rci/adultsc19>

9 DIARY DATES

None to report.

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- Conservation Area – position vacant. Any Councillor may report issues.
- Environment – Councillor Vanessa Bell.
- General Purposes – Councillor Wendy Stamp.
- Highways – Councillor Bob Calver.
- Website – Councillor Jennie Donnelly. All Members have received a copy of Councillor Donnelly's website accessibility report.

Members are requested to pass any Resolutions as necessary.

11 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

12 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Representatives' reports.

The next meeting of the River Crouch Coastal Community Team Steering Group is scheduled for Tuesday 24 November 2020, commencing at 10 am via Zoom.

Members are requested to nominate a councillor to attend.

13 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for October 2020 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 October 2020,
- c) To receive the bank reconciliation.

14 GRANTS AND DONATIONS

No requests have been received for this Meeting.

15 ALLOTMENTS

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

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

To receive a report from the Town Clerk.

17 CHRISTMAS

i) To receive a report from Councillor Bell.

ii) 'Operation Christmas Lights' - All Members have received a copy of a letter from a business owner in the High Street who wishes to organise a High Street businesses Christmas lights and decorations switch-on.

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

18 FLYPOSTING

To receive a report from Councillor Bell regarding the above.

19 BURNHAM BUSINESS BOARD

All Members have received a copy of the letter from Jack Ellum, Strategic Theme Lead, Prosperity for Maldon District Council, regarding the above. The Maldon District Sense of Place Board is working with Maldon District Council to support the economic recovery of the District. In partnership with Burnham Town Council and the Burnham Chamber of Commerce they envisage the creation of a business-led strategic business board to:

- Help co-ordinate the local business networks,
- Champion the best interests of Burnham's local economy, high street and communities,
- Working as lead partner of the Place Board for the prosperity of the town and stakeholder of the Local Authority,
- To develop and agree a Burnham Action Plan aimed at improving the local economy, community cohesion and Covid recovery.

Members are requested to consider and determine the Town Council's involvement in the Burnham Business Board.

20 SOUTH ESSEX PARKING PARTNERSHIP (SEPP)

To receive a report from Councillor Stamp regarding the above.

Adrian Rayner, Enforcement Team Leader, South Essex Parking Partnership is looking to employ another officer to cover evenings and weekends in the Maldon District. During the last 3½ months, the SEPP has issued thirty-three pcns and Maldon District Council has issued eleven. The SEPP hourly rate is £25.14.

Members are requested to consider and determine whether the Town Council wants to engage the SEPP car parking enforcement service.

21 ESSEX COUNTY COUNCIL LOCALITY FUND

To receive a report from Councillor Ron Pratt C.C., regarding the above.

The Essex County Council Locality Fund was launched in April. £10,000 funding is available to allocate for the benefit of the Southminster Division. Money must be spent in a way which benefits the division. There are three main ways of spending it:

- making a grant to a registered charity, a parish council or a properly constituted community or voluntary association for the purposes of a specific service or project in the Division(s);
- buying goods or services; or
- commissioning services from ECC.

Members are requested to consider and determine the Town Council's funding request.

22 PLANNING FOR THE FUTURE WHITE PAPER CONSULTATION and TRANSPARENCY AND COMPETITION: A CALL FOR EVIDENCE ON DATA ON LAND CONTROL CONSULTATION

To receive a report from the Planning Clerk on the above.

All Members have received a copy of the consultation documents.

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

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:

Budget Meeting – to be determined.

Town Council Meeting – Tuesday 17 November 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 receive an update and an alternative proposal from Councillor Stamp.

27 STAFF MATTERS

To receive a report from the staffing committee following its Meeting on Friday 9 October.

28 STATION HOUSE

To receive an update from the Town Mayor and Town Clerk.

29 CLOSURE OF THE MEETING

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