



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 1st DECEMBER 2020 AT 7.30 pm.

THIS MEETING WAS HELD 'REMOTELY' IN ACCORDANCE WITH 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.

Present: Councillors V. Bell (Deputy Town Mayor), B. Calver, J. Donnelly, M-A Munford, R. Pratt (Town Mayor), W. Stamp.

In Attendance: District Councillor N. Skeens, K. Money (Planning Officer/RFO)
J. Watson (Temporary Town Clerk).

377. Apologies for Absence

Apologies for absence were received from Councillor Neil Pudney.

378. Declaration of Interests

Councillor Munford declared a non-pecuniary interest in respect of Agenda Item 15 (Station House) and in respect of Agenda Items 14 and 23 (Allotments)..

Councillor Stamp declared a non-pecuniary interest in respect of items in the agenda relating to Allotments in that she is President of the Allotment Society.

379. Town Mayor's Announcements

- a. The new Temporary Town Clerk (John Watson) was welcomed.
- b. A Remembrance Service had been held at the War Memorial in the Town. Due to the current Covid-19 restrictions, this had been a brief ceremony.
- c. Maldon District Council were looking for volunteers to patrol the High Street to make residents aware of social distancing requirements.
- d. St Mary's Church was compiling a list of those houses with Christmas Lights. This has been published on social media.

e. He had been invited to attend the annual carol service

380. Minutes

Proposed Councillor Pratt, seconded Councillor Bell that the minutes of the Town Council meeting held on Tuesday 13th October 2020 and the Extraordinary Meetings held on 4th and 17th November 2020 be confirmed and signed. **Carried.**

381. Planning Committee Minutes

Proposed Councillor Pratt, seconded Councillor Bell that the confirmed minutes of the Planning Committee held on 13th and 27th October 2020 and on 10th and 24th November 2020 be received and signed. **Carried.**

382. Staffing Committee

The draft minutes of the Staffing Committee meetings held on 9th, 26th and 30th October 2020 and on 27th November 2020 were noted.

383. Public Participation Session with respect to items on the Agenda

No member of the public wished to participate

384. Town Clerk's Report

- a. Community Engagement Parish Council Survey
Councillor Bell reported that the Council had received a request to complete a survey from the Maldon District Council Community Engagement Team. It was agreed that this could be considered at the upcoming Budget meeting. **Action Clerk**
- b. Public Consultation and Public Sector Survey
This matter was not discussed.
- c. Essex County Council Locality Fund
Councillor Pratt reported that he had allocated the £10,000 available between the Parishes in the area.
- d. Calendar of Meetings
These would be loaded on the Council website. **Action Clerk**
- e. House Style
The Clerk would be working with interested parties on producing a Council "House Style". **Action Clerk**
- f. Polling Station
A request had been received from Maldon Town Council to use the Town Council Offices in May 2021 as a Polling Station. He would be completing the necessary documentation. **Action Clerk**

It was noted that, due to the Parish Council being under strength, we were not represented on all appropriate bodies. It was hoped to rectify this after the elections in May 2021.

385. Co-ordinators Reports

- a. General Purposes – Councillor Stamp reported that the equipment and systems being provided for Councillors and Officers was fit for purpose.
- b. Highways – Councillor Calver gave a brief report on Highways. It was noted that, due to funding issues, there was still no progress on a cycle path between Southminster and Burnham on Crouch.
- c. Website – This matter would be considered under Agenda Item 16.
- d. Environment – Councillor Bell had nothing to report on this matter.

386. District Councillors' Reports

- a. District Councillor Stamp that, although there were many things in the pipeline and the budget was in progress, there was nothing to report at the moment.
- b. District Councillor Bell gave a brief report of the MDC Overview and Scrutiny Committee meeting as the Crime and Disorder Panel. Minutes should be available on the MDC website shortly. The Town Christmas tree had been erected and there would be a virtual "switch on" at 5.00 pm on Saturday 5th December.
- c. District Councillor Skeens reported that he was now Chair of South Eastern Planning. He was working with various bodies to encourage the development of his Burnham Observatory project with a view to generating income to the Council.

387. Town Council Representatives' Reports

- a. Councillor Munford's report which had been circulated to Council prior to the meeting was discussed. It was felt that the Town Council didn't have the funds or the staff to deal with health and wellbeing at Town Council level and the matter was being dealt with at District. Councillor Stamp offered to meet with Councillor Munford to discuss further.

Action MAM/WS

It was agreed that Councillor Munford's report should be loaded on the website. **Action KM**

388. Accounts and Transfer of Funds

- a. The payment of Accounts for October 2020 and the transfer of funds to meet with the Council's financial requirements had been approved at a previous meeting.
- b. Proposed Councillor Pratt, seconded Councillor Bell that the payment of Accounts for October 2020 and the transfer of funds to meet with the Council's financial requirements be approved. **Carried.**
- c. The comparison of actual to budgeted payments and receipts to October 2020 were noted.
- d. The bank reconciliations were noted.

- e. The RFO reported that the External Report had been received from PKF Littlejohn This report was clean. The RFO was congratulated.

389. Grants and Donations

No requests had been received.

390. Allotments

Councillor Stamp reported that she had tried to contact the Solicitor acting in this matter for the Council by both telephone and email and had not had a response. A more detailed report would be given under Agenda item 23.

391. Station House

There was nothing to report on this matter

392. Website

This matter was discussed at great length with Councillor Bell responding to questions from Councillors.

Proposed Councillor Bell that the outline of the new website be

- a. Change the URL to reflect this is a Council website
- b. Minimise the use of images
- c. Remove all non-Council information
- d. Alter the architecture of the site to reflect the changes

Seconded Council Calver and carried. **Action VB**

It was noted that the website was not currently compliant in terms of access and, until this had been completed, a note would be added informing those accessing the website that any documentation could be obtained from the Town Clerk. **Action VB**

Councillor Stamp requested that the extra costs involved be included in the budget.

Action KM

393. Casual vacancies in the North and South Wards of the Town

- a. It was noted that a ballot had been called in the North Ward and no action could be taken until an election can be held.
- b. It was noted that no ballot had been called in the South Ward of the Town. Proposed Councillor Pratt, seconded Councillor Bell that the Temporary Clerk be instructed to commence the Co-option process. Carried. **Action Clerk**

394. To receive and discuss a complaint received from a resident regarding Station House Closure.

The matter was discussed and it was agreed that Council had taken appropriate action in this matter and that no further action was needed.

395. To agree a date in December for the discussion of the budget for the forthcoming year.

Proposed Councillor Pratt, seconded Councillor Bell that a meeting of the Parish Council be held on 15th December 2020 to discuss the budget and other matters. Carried unanimously. **Action Clerk**

396. Dates of next meetings

It was agreed that, subject to any dates not clashing with meetings of Maldon District Council, the meeting dates for the beginning of 2021 will be 19th January, 16th February, 16th March, 20th April, 18th May.

397. Public participation

Councillor Calver read out the correspondence (email) received from a member of the public regarding the noise of motor bikes in the Town. Unfortunately, there was very little that the Town Council could do other than request an increase in the presence of CPOs at the weekend. The Police undertake regular speed patrols. Councillor Stamp reported that everything possible was being done at District and County level.

398. Exclusion of the Press and Public

Councillors to resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the press and 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. Cllr R. Pratt proposed and Cllr B. Calver seconded. **All Agreed**

399. Allotments

A report was received from Councillor Stamp and the Clerk was instructed to take appropriate action. **Action Clerk**

400. Staff Matter

The details of the appointment of Mr John Watson as Temporary Town Clerk were confirmed.

401. Closure of the Meeting

The meeting having considered and determined all items of business was closed at 21.28 hrs.

DRAFT