



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

**Sarah Grimes, Town Clerk**  
**Telephone: 01621 783 426**  
**email [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com)**

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

10<sup>th</sup>. March 2021

**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\* **VIA ZOOM on TUESDAY 16<sup>TH</sup>. MARCH 2021 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 Temporary Town Clerk at [planning@burnhamtowncouncil.com](mailto:planning@burnhamtowncouncil.com) by 9.30 am on Monday 15<sup>th</sup>. February 2021 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 by email, to the Temporary Town Clerk on [planning@burnhamtowncouncil.com](mailto:planning@burnhamtowncouncil.com), by 9.30am on the day prior to the Meeting.

Yours faithfully

**Kevin B. Money**

TEMPORARY TOWN CLERK - 10<sup>th</sup>. March 2021

**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 Meeting of the Town Council held on Tuesdays 16<sup>th</sup>. February and 2<sup>nd</sup>. March 2021

## 5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesdays 16<sup>th</sup>. February and 2<sup>nd</sup>. March 2021.

## 6 STAFFING COMMITTEE MINUTES

To receive and sign the amended Minutes of the Staffing Meeting held on 18<sup>th</sup>. January 2021.

## 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 and pass any Resolutions and Orders as necessary.

a) COVID-19 support – Mrs. J. Jeffery

b) Update on the 6<sup>th</sup>. May 2021 polling station - MDC using the Council Chamber

## 9 DIARY DATES

## 10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp
- Highways – Councillor B. Calver
- Environment – Councillor V. Bell

**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 Town Council representatives' reports.

### **13 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for March 2021 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 February 2021.
- c) To receive the bank reconciliations.
- d) Due to a clerical error Councillors to agree to amend minute reference number 421 dated 19<sup>th</sup>. January 2021 to transfer a further £6,000 from the Unity Trust Bank Current account to Earmarked Reserves account to bring in line the schedule submitted by the RFO to £45,000.

### **14 GRANTS AND DONATIONS**

To consider any requests.

### **15 ALLOTMENTS**

- a) To discuss and agree BTC applying for the Section 106 Money held by MDC.
- b) If agreed, then to discuss what it is to be spent on:-
  - Renewal of trading hut double doors £3200.00
  - Renew trading hut doors £1400.00
  - Dutch drain in front of trading hut £1400.00
  - Repair fence and renew hedging west boundary ( cost be confirmed)
  - Hedge laying northern boundary huge project but looking for external funding streams also £8000.00 approx.
  - Scalpings – price to be determined.

### **16 TOWN SIGNS**

- a) "Careful and Considerate bikers welcome" – Cllr W. Stamp

### **17 CONSULTATION ON PROPOSED INCREASE IN PAN - Ormiston Rivers Academy**

(PAN stands for "Published Admissions Number", meaning the number of students the academy intends to admit in each academic year)

To discuss and agree any response to the consultation which starts on Monday 1st March and closes on the 16th April 2021.

### **18 COMMUNITY PROTECTION TEAM**

To discuss and agree Service Level request for April 2021 - March 2022.

### **19 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).

### **20 DATE OF NEXT MEETING**

**Members to note the following: 20.04.21: 18.05.21: 15.06.21: 20.07.21: 21.09.21: 19.10.21: 16.11.21: 21.12.21**

### **21 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.

### **22 CLOCK TOWER – Update from Cllr V. Bell**

### **23 CLOSURE OF THE MEETING**

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