



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

10th. 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 16TH. 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 by 9.30 am on Monday 15th. 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, by 9.30am on the day prior to the Meeting.

Yours faithfully

Kevin B. Money
TEMPORARY TOWN CLERK - 10th. 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 16th. February and 2nd. March 2021

5 PLANNING COMMITTEE MINUTES

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

6 STAFFING COMMITTEE MINUTES

To receive and sign the amended Minutes of the Staffing Meeting held on 18th. 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 6th. 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 19th. 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.



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 16TH FEBRUARY 2021 AT 7.30pm.

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.

Present: Councillor R. Pratt C.C. (Town Mayor)

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

Also in Attendance: DC Cllr A. Hull, K Money (Planning Officer/RFO, Temporary Town Clerk), Mrs J Jeffery (Temporary Assistant).

428 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N. Pudney, District Councillor N. Skeens and Sarah Grimes (Town Clerk).

429 DECLARATIONS OF INTERESTS

There were none

430 TOWN MAYOR'S ANNOUNCEMENTS

- Councillor R. Pratt the Town Mayor reported that he has had a discussion with the tenant at the Clock Tower. The tenant's have been grateful for the use of the building.
- Councillor R. Pratt proposed the formation of a Civic Reception as a token of Burnham Town Councils Thanks to volunteers, local businesses and services. Councillor R. Pratt proposed the ceremony in the form of a Zoom virtual reception, with the option to invite members of the public to recognise volunteers during Covid. Members agreed that this was a good idea. Councillor R. Pratt will liaise with the Temporary Town Clerk and report at next meeting.

431 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on 19th. January 2021.

Councillor M-A Munford asked for the following amendments:

410c Should read, Councillor V. Bell sought three quotations.

411 Replace overall with overview.

Replace Youth shelters have been stripped with it used by young people, to read Youth shelter walls have been removed and are being used by young people.

Cllr B. Calver commented that he had asked the previous Temporary Town Clerk to add action points, which had not been carried out.

RESOLVED: that the Minutes of the Meeting of the Town Council held on Tuesday 19th January 2021 with the above amendments be confirmed and signed.

Signed

16th. March 2021

Councillor Ron Pratt C.C. (Town Mayor)

432 PLANNING COMMITTEE MINUTES

RESOLVED: that the confirmed Minutes of the Planning Meeting held on 2nd February 2021 be duly received.

433 STAFFING COMMITTEE MINUTES

It was resolved to defer this item to the next meeting.

434 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No questions were received.

435 TOWN CLERK'S REPORT

RESOLVED: Councillor Calver will draft a letter to Chelmsford City Council regarding B1012 Burnham Road South Woodham Ferrers, with the Mayor's approval, and circulate amongst Members

Virtual Meeting Guidelines. After a brief discussion it was Resolved not to adopt the Virtual Meeting Guidelines.

436 CO-ORDINATORS' REPORTS

General Purposes – Councillor W. Stamp reported that she had authorised a payment of approx £60 due to a hard drive error.

Highways – Councillor B. Calver gave his detailed written report.

- Councillor W. Stamp commented that a crossing is needed on Church Road, Councillor B. Calver commented that Church Road appears to be getting faster. Councillor W. Stamp commented that a crossing is also needed from the Maple Leaf estate onto Maldon Road as the speed of traffic is excessively high for people wishing to cross to utilise the bus stop. Councillor V. Bell responded that with two crossings in a short distance and an additional crossing on Church Road it would cause chaos and she would not support it. Councillor R. Pratt commented that it would be best to allow Highways Engineers to decide.
- Councillor R. Pratt informed Councillors that Councillor Kevin Bentley is the portfolio holder for Highways, in recent days money has been allocated for pot hole repairs, however recent cold weather and flooding has created many more potholes and repairs. Councillor M-A Munford commented that it would be helpful to have pothole repair statistics for Burnham on Crouch individually and not as Maldon District. Councillor R. Pratt will ask for a breakdown of repairs.

Website – see item 444

Councillor V. Bell asked that Environment be added back onto the agenda for next meeting.

437 DISTRICT COUNCILLORS' REPORTS

- Councillor W. Stamp informed of two items that are being looked at by the Overview and Scrutiny Committee, the transformation of Maldon District Council, has this been value for money? And also details of attachment of earnings instead of bailiffs for vulnerable debtors.
- Councillor A. Hull reported that the public participation project from Bradwell B had been put on hold for one year. Councillor W. Stamp commented that Bradwell B have been asked for a press release.
- Councillor W. Stamp informed that work is ongoing for Maldon District Councils budget, but it will be brought to Full Council on 23rd February 2021.

Signed

16th. March 2021

Councillor Ron Pratt C.C. (Town Mayor)

438 TOWN COUNCIL REPRESENTATIVES' REPORTS.

- Councillor R. Pratt informed the meeting that the Carnival Committee were pressing ahead with dates in the diary for the Carnival and also Christmas Fayre, however direction will be taken later in the year with a view to if the events will be allowed to take place.
- Councillor B. Calver also confirmed that Burnham Week committee have taken the same view and are waiting for clarification, but dates are in the diary.

439 ACCOUNTS AND TRANSFER OF FUNDS

a) **RESOLVED: that the payment of Accounts for February 2021 be approved and signed.**

b) **Members noted the comparison of actual to budgeted payments and receipts to January 2021.**

c) **The bank reconciliations were approved.**

440 GRANTS AND DONATIONS

No requests have been received. Councillor R. Pratt informed Essex County Council does have funding available for families in distress up to £500.

441 ALLOTMENTS

- Mrs Jeffery reported that two emails had been sent to Mr Shirley requesting an update. Councillor W. Stamp has sent the Statutory Declarations that were requested, following the second request for information Mr Shirley gave an update, which Members felt was old information being recirculated. Mrs Jeffery will email Mr Shirley to express these concerns.
- Mrs Jeffery has been speaking with Councillor W. Stamp regarding concerns on the northern boundary, Councillor W. Stamp has kindly offered to take photographs to assist with the enquiry.
- Southern boundary, Councillor W. Stamp informed the meeting that S106 money is to be spent on the boundary, with a view to keeping the look of the allotments as opposed to an intrusive boundary.
- A quotation has been received for the installation on 2 new Aco drains, which will stop the flooding of the trading hut. This will be an agenda item for next meeting.

442 IT

a) Proposal to facilitate the public's access to recordings of Council meetings, the Council will set up a "youtube" channel and post the recordings of meetings held on Zoom to the channel. A permanent link to the channel will be posted on the Council's website – Cllr B. Calver. A short discussion took place regarding who would carry out the work involved.

RESOLVED: - that this would be an officer function with the assistance of Councillor B. Calver.

b) Proposal to switch provision from Fast Host to Office 365. Councillor B. Calver commented that he liked the current provider and raised concerns that switching between accounts would create problems. Councillor B. Calver commented that he felt that the email forwarding barring needed to be removed to enable Members to forward emails to other accounts.

Councillor V. Bell informed that the website will go live by the weekend and Councillor J. Donnelly will contact Mark Eagling to progress the website.

RESOLVED: Councillor V. Bell proposed switching to Office 365, All agreed.

443 CCTV

- Councillor W. Stamp reported that a document had been circulated among Members on 4th June 2020, with minute 324 being agreed on 8th September 2020, however this item is not on the budget. A previous Councillor, Fiona Clegg, had worked with Councillor W. Stamp to obtain locations for suitable positions for CCTV cameras and a quote of approx. £25,000 has been received. It was commented that with future budgeting the system could be enhanced to include additional areas. Councillor V. Bell gave details of various funding streams that could be approached. Councillor V. Bell also informed that a parishioner had created a research post on Facebook and the feedback for CCTV in the town had proved positive.
- Councillor R. Pratt asked who provided funding for Maldon Town Councils CCTV, Councillor W. Stamp informed that Maldon District Council provide the funding. Councillor R. Pratt commented that a decision needed to be made if Burnham Town Council wanted CCTV and if so a working party was needed. Councillor M-A Munford commented that whilst there was no budget item, money could be via'd from a different budget heading.
- Councillor B. Calver asked for a prediction of effectiveness and what benefits Burnham on Crouch would gain from installing CCTV. Councillor V. Bell responded with actual crime statistics from Maldon with six confirmed arrests from CCTV usage.
- Councillor W. Stamp proposed Burnham Town Council continues with investigations for adopting a Wireless CCTV Security System with a view to increasing coverage incrementally as Burnham Town Council move forward, seconded by Councillor V. Bell, Carried.
- Councillor W. Stamp informed there has been an increase in crime in the town and that a discussion needs to be had regarding the Community Protection Team expectations, with the Service Level Agreement due to be renewed in the next financial year.

444 PROVISIONAL HALL BOOKING – 6TH MAY 2021 – POLICE, FIRE AND CRIME COMMISSIONERS ELECTION/ ESSEX OUNTY COUNCIL ELECTION

Mrs Jeffery informed Members that after an email exchange the following information had been received from Maldon District Council. As a contingency Maldon District Council are looking at securing Burnham Village Hall. All Polling Stations will be risk assessed based on Essex County Council's recommendations, these are a minimum requirement and leave room to add additional things over and above where it is felt necessary.

Councillor R. Pratt commented that he would like to see documented evidence proving how the building can be maintained Covid safe, as the Council Office cannot provide a one way system. Councillor W. Stamp commented that the building must be deep cleaned and steralised before any staff can return to the building.

RESOLVED: - The Temporary Town Clerk would contact MDC to get assurances that the Council Chamber will be Deep Cleaned and made COVID secure after the polls closed.

445 COMMITTEES AND WORKING GROUPS

Councillor R. Pratt proposed that Councillor M-A Munford be appointed to the Staffing Committee.

RESOLVED: Councillor M-A Munford be appointed onto the BTC Staffing committee.

446 PREPARING THE STATION HOUSE FRO OPENING FOR THE CAB TO USE FROM APRIL ONWARDS

- Councillor W. Stamp commented that it was unfair to open the building whilst the Town Council office remains closed and that community buildings have been closed under Covid-19 rules. It was commented that there is an extensive list of things to be done before opening and back ground work can start to be undertaken, however financial commitments should be avoided until there is more clarity on dates for re-opening. It was also felt that Burnham Town Council have an obligation to the artists in the building and that Citizens Advice Bureau can utilise other buildings. Councillor M-A Munford will work with the Temporary Town Clerk to create a schedule.

447 PUBLIC FORUM

A resident asked if there are to be permanently fixed railings around the War Memorial. Councillor R. Pratt responded that it is not a proposal just yet and previously it had been rejected by Members and residents.

448 DATE OF NEXT MEETING

Members to note the following: 2nd March 2021 Extraordinary Meeting: 16.03.21: 20.04.21: 18.05.21: 15.06.21: 20.07.21: No meeting in August: 21.09.21: 19.10.21: 16.11.21: 21.12.21

Councillor W. Stamp asked for a meeting calendar to be compiled, giving consideration to other meetings and circulated amongst members, Councillor R. Pratt supported this suggestion. The Temporary Town Clerk will compile.

449 PUBLIC PARTICIPATION

There were no questions

450 EXCLUSION OF THE PUBLIC AND PRESS

Councillors 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.

Councillor V. Bell asked for a short recess, all agreed.

451 ALLOTMENTS

Mrs Jeffery read the email received from Mr Shirley, Councillor B. Calver commented that he felt the issue was going round in circles. Councillor M-A Munford commented that the 7 year lease seemed reasonable, it was felt by all Members the proposal was acceptable. Mrs Jeffery will email Mr Shirley to ask him to proceed with his recommendations.

452 STAFF MATTERS

Councillor R. Pratt gave an update.

453 GREEN MAINTENANCE CONTRACT

Councillor V. Bell proposed the acceptance of the quote received

RESOLVED: to accept the quotation supplied

454 CLOSURE OF THE MEETING

Having considered and determined all items of business The Town Mayor then closed the meeting closed at 9.33pm.



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 2nd. MARCH 2021 AT 7.30pm.

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.

Present: Councillor R. Pratt C.C. (Town Mayor)

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

Also in Attendance: K Money (Planning Officer/RFO, Temporary Town Clerk), Mrs J Jeffery (Temporary Assistant) and MDC Cllr. N. Skeens

455 APOLOGIES FOR ABSENCE were received from Cllr N. Pudney

456 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.

Cllr W. Stamp informed the meeting that a majority of Councillors a NPI as having frequented Mr. K. Coles establishment

457 CO-OPTION

The Temporary Town Clerk outlined the procedure for this Agenda Item and the Town Mayor welcomed the two candidates, Kelvin Coles and Robert Overall to the Meeting.

Cllr. Stamp objected to the candidates not being present during each other's presentation and questions, after some debate it was proposed by Cllr. M. Mumford, seconded by Cllr. B. Calver, to adopt the method proposed by the Mayor that candidates would be moved to the waiting room until it was their turn to be interviewed. This was carried. Cllr. Stamp requested her vote against be recorded.

Each Candidate was then invited to speak for a maximum of five minutes to give a resume of their background and experience and explain why they wish to become a Member of the Council.

Candidates were asked a number of pertinent questions and following this the Council proceeded to a vote. Kelvin Coles F 4 Robert Overall F 2.

RESOLVED: - that Kelvin Coles be co-opted to fill the vacant seat in the South Ward of the town.

The Temporary Town Clerk confirmed that Kelvin Coles would complete his Declaration of Acceptance of Office prior to the next Town Council Meeting on 16th. March 2021.

Signed

16th. March 2021

Councillor Ron Pratt C.C. (Town Mayor)

Councillor Pratt thanked the un-succesfull candidate for his application and encouraged him to apply for future vacant seats on the Town Council.

458 ENVIRONMENT AGENCY'S INSTALLATION OF RAILINGS ON THE SEA WALL

Councillors to discuss the installation of railings on the sea wall and to make any resolutions Councillor Pratt and Councillor Stamp informed they had both had numerous email exchanges with regards to the installation of the sea wall railings. Councillor Stamp informed Members that Burnham Residents are not happy with the installation, whilst the email received from the Environment Agency was noted by Burnham Town Council, acknowledgement is not acceptance. Councillor Stamp has asked the Environment Agency to provide the paper trail to support their claim of Burnham Town Council's support, this to date has not been received.

Correspondence was exchanged with the Conservation Officer at Maldon District Council and the Environment Agency following public safety concerns. Burnham Town Council were consulted and approved the railings design on the understanding that the railings would be placed on top of the wall. Following investigation the wall was deemed not strong enough for the railings to go on top.

Councillor Bell commented that the acknowledgment sent from Burnham Town Council did not equate to consultation. Councillor Pratt commented that all documents should be made public as Burnham Town Council are the innocent party. Councillor Munford commented in the interests of transparency and freedom of information the Environment Agency decision should be challenged.

Risk Assessments had been carried out and the railings were put up under permitted rights. Councillor Stamp asked why can't the railings be put on the other side of the wall. A brief discussion took place regarding safety.

Councillor Stamp proposed writing to the Environment Agency, with a proposal to look for an alternative railing design with input from Maldon District Council Conservation Officer and Burnham Town Council, this was seconded by Councillor Pratt and agreed by all.

Councillor Bell commented that the area is a Conservation Area and had a home owner carried out works of this nature, they would be in serious trouble. Councillor Bell also commented that there is an increased Health and Safety issue by installing these railings. Councillor Stamp gave the following information, an email was received on 9/3/2020 detailing permissive powers under Health and Safety.

16/6/2020 A Risk Assessment was sent to Burnham Town Council, this was noted by Burnham Town Council, a further email was received January 2021, Councillor Stamp asked why the email was not on the agenda for a future meeting.

Members commented that there may be residents who would like to take an active role in suggesting an improved design. Councillor Calver suggested speaking with the two architects who are located on the Quay for a suggested design.

RESOLVED: - that BTC consult further by writing to the Environment Agency on the future of the railings on the sea wall in consultation with the MDC Conservation Officer to either change the design or improve it outlook.

459 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.

Cllr B. Calver proposed. Cllr V. Bell seconded. **All Agreed**

Cllr Bell asked for a short recess. **All Agreed**

Signed

16th. March 2021

Councillor Ron Pratt C.C. (Town Mayor)

460 ALLOTMENTS

To receive an update from Cllr W. Stamp and Mrs Joanna Jeffery Mrs Jeffery informed that a fence has been moved by a home owner on Sandpit Lane, photographs have shown the boundary line has clearly been moved. This may have been the result of a removal of a hedgerow. Councillor Pratt commented that fence disputes are difficult to prove, historical photos are needed. Mrs Jeffery will attempt to gain images from Google satellite view or Maldon District Council.

Mrs Jeffery informed that following submission of the two statutory declarations, these have now been forward to the barrister. Further historic information is still being gathered for submission to the solicitor. Councillor Stamp proposed that Mrs Jeffery contact Essex Records Office in an attempt to gain further archived evidence, this was agreed by all Members.

Councillor Stamp asked that the Lease on the Allotment is on the next agenda, it was agreed to have a 7 year lease followed by a 18 year lease. The Allotment Society are in agreement with this, but would like a letter from Moat Housing Association confirming they will not protest adverse possession.

Mrs Jeffery informed that following the last Town Council meeting, she had confirmed to the solicitor that Burnham Town Council would like to proceed with their suggestion for the lease.

461 CLOSURE OF THE MEETING

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

The Town Mayor then closed the Meeting closed at 9pm.

Signed

16th. March 2021

Councillor Ron Pratt C.C. (Town Mayor)



BURNHAM ON CROUCH TOWN COUNCIL

**MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING
HELD ON TUESDAY 16th. FEBRUARY 2021 AT 7pm via ZOOM
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.**

Present: Cllr R. Pratt C.C. (Town Mayor)

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

Also in attendance was Kevin B. Money Planning Clerk

District Councillors reserved their right of view, at this meeting, as Town Councillors and they reserved their right to a different view, as District Councillors, at other meetings.

NOTE: This meeting was recorded and those attending informed that if they did not want to be recorded they may want to leave the meeting.

496 APOLOGIES FOR ABSENCE were received from Cllr N. Pudney

497 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.

Cllr R. Pratt declared an NPI in item 20/01350 & 20/01351

Cllr B. Calver declared an NPI in item 20/01350 & 20/01351

Cllr V. Bell declared an NPI in item 20/01350 & 20/01351

Cllr M-A Munford declared an NPI in item 20/01350 & 20/01351

Cllr W. Stamp declared an NPI in item 20/01350 & 20/01351

498 MINUTES

To confirm the Minutes of the Planning Meeting held remotely on 2nd. February 2021

All Agreed

499 APPLICATIONS FOR PLANNING CONSENT

FUL/MAL/20/01166 - Land South Of Charwood And East Of Orchard House Stoney Hills BOC

Construct cul-de-sac road with turning head and vehicular and pedestrian access off Stoney Hills, erect one detached bungalow and detached garage, lay out parking spaces and garden
The above application has been amended by the revision of amended plans

RESOLVED: REFUSE THIS APPLICATION

Signed

RPratt

Cllr Ron Pratt C.C. Town Mayor

2nd. March 2021

The proposed dwelling, as a result of its style, design and bulk, would result in a contrived and dominant development which would cause significant and undue harm to the character and the surrounding area. The proposal is contrary to policies S1, S2, D1 and H4 of the LDP. MDC has it's 6.34-year land supply. Overlooking loss of privacy to immediate property. This is an overdevelopment of the site having 53 houses already being approved on Stoney Hills, outside the NDP & LDP allocations. It is outside the development boundary.

21/00062/WTPO - 16A Mill Road Burnham-On-Crouch Essex CM0 8PZ

T1 Ash Tree (marked in red on the sketch plan) - Reduce the tree by 2 metres, thin the crown by 15%, reduce branches on rear limb by 2 metres, remove deadwood

RESOLVED: SUPPORT SUBJECT TO THE TREE OFFICERS APPROVAL

20/01350/TCA - At Basecamp 7 Riverside Road, 27 Orchard Road, 5 Riverside Road & 26 Silver Road Burnham-On-Crouch Essex CM0 8LD

T1 Sea Buckthorn - Cut out dead wood. T3 Amanagaw - Trim 3 metres from branches close to cables. T4 Holly - Trim by 0.5 metres back to boundary fence. T5 Bay - Trim by 1 metre back to boundary fence. T6 Mimosa - Fell dead trunk. T7 Oak - Remove branches overhanging shed (3 metres). T8 Silver Birch - Remove branches crossing centre of tree (2 branches 3 metres in length and 1 branch 5 metres in length). T9 Cherry Plum - Remove branch overhanging boundary (5 metres in length).

RESOLVED: SUPPORT SUBJECT TO THE TREE OFFICERS APPROVAL

20/01351/WTPO - At Basecamp 7 Riverside Road Burnham-On-Crouch Essex

T2 Maple - Trim 4 metres from branches close to cables

RESOLVED: SUPPORT SUBJECT TO THE TREE OFFICERS APPROVAL

21/00088/FUL - Burnham Yacht Harbour Foundry Lane Burnham-On-Crouch

Temporary permission for a single mobile home for security staff accommodation for a period of 18 months

RESOLVED: SUPPORT THIS APPLICATION

500 DECISIONS MADE BY MDC

RES/MAL/20/00945 - Land East Of Charwood Stoney Hills Burnham-On-Crouch Essex

Reserved matters application for the approval of access, appearance, layout & scale on approved planning application 20/00087/OUT (Outline application with all matters reserved for a 2 storey 4 bedroom house). **APPROVE** subject to conditions

FUL/MAL/20/01218 - Pebbles Stoney Hills Burnham-On-Crouch Essex

Variation of condition 2 on approved planning permission 20/00203/FUL (Variation of condition 2 on approved planning permission FUL/MAL/18/00094 (New detached dwelling house and garage)

APPROVE subject to conditions

HOUSE/MAL/20/01197 - Inver Haig 14 Green Lane Burnham-On-Crouch Essex

A rear extension and an extension to the existing roof of the dwelling which would provide residential accommodation within the roof and extending that roof over the proposed rear extension. **REFUSE**

TCA/MAL/20/01129 - The Cottage 26 Silver Road Burnham-On-Crouch Essex

T1 Ornamental Flowering Cherry - reduce height by 2 metres. **ALLOWED TO PROCEED**

LBC/MAL/20/01307 - Creeksea Place Events Limited Creeksea Place Manor House Ferry Road Burnham-On-Crouch

Signed

RPratt

Cllr Ron Pratt C.C.Town Mayor

2nd. March 2021

The renovation of the 16th Century wing to provide 6No. guest bedrooms with ensuite, comprising the removal of some of the later partitions; the forming of new openings in existing partitions; the addition of new partitions; the addition of new linings to existing historic partitions; the careful repair of existing plaster & lath to walls and ceilings; the installation of new soil and vent pipes and other associated plumbing; the installation of new electrical circuits, and the addition of an external fire-escape door at ground floor. **GRANT LISTED BUILDING CONSENT** subject to conditions

AGR/MAL/21/00019 - Creeksea Place Farm Ferry Road Burnham-On-Crouch Essex
Prior notification for an agricultural barn with solar panels on roof for grain storage, storage of farm machinery, general storage and workshop with small yard and track to access road.
PRIOR APPROVAL REFUSED

LDP/MAL/20/01235 - 25 Mildmay Road Burnham-On-Crouch Essex CM0 8ED
Claim for lawful development certificate for a proposed loft conversion plus small extension to existing side porch. **REFUSE**

Date of next Planning meeting Tuesday 2nd. March 2021 at 7pm via ZOOM

There being no further business the Town Mayor closed the meeting at 7.25pm

Signed

RPratt

Cllr Ron Pratt C.C.Town Mayor

2nd. March 2021



BURNHAM ON CROUCH TOWN COUNCIL

**MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING
HELD ON TUESDAY 2nd. MARCH 2021 AT 7pm via ZOOM
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**

Present: Cllr R. Pratt C.C. (Town Mayor)

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

Also in attendance was Kevin B. Money Planning Clerk

District Councillors reserved their right of view, at this meeting, as Town Councillors and they reserved their right to a different view, as District Councillors, at other meetings.

NOTE: This meeting was recorded and those attending informed that if they did not want to be recorded they may want to leave the meeting.

501 APOLOGIES FOR ABSENCE were received from Cllr N. Pudney

502 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.

None Declared

503 MINUTES

To confirm the Minutes of the Planning Meeting held remotely on 16th. February 2021

All Agreed

504 APPLICATIONS FOR PLANNING CONSENT

21/00074/LDP - Tri-Ark Limited The Sail Loft Unit 13 Burnham Business Park BOC
Claim for lawful development certificate for a proposed change of use of the first floor from a B1 use to an independent B1 office use not associated with the ground floor use.

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

Signed

Cllr Ron Pratt C.C. Town Mayor

16th. March 2021

21/00043/VAR - Harvard House 8A Ship Road Burnham-On-Crouch Essex

Variation of condition 2 on approved planning permission FUL/MAL/17/01108 (Proposed new two storey, two bedroom private residential dwelling with off street parking on land to rear of 19 Providence, fronting onto Ship Road)

RESOLVED: COUNCILLORS NOTED THIS VARIATION TO CONDITION 2 ON APPROVED PLANNING PERMISSION FUL/MAL/17/01108

20/01330/HOUSE - The Orchard York Road Burnham-On-Crouch Essex

Erection of single storey rear extension

RESOLVED: SUPPORT THIS APPLICATION

20/01164/FUL - Bella's Italian Bistro 80 High Street Burnham-On-Crouch Essex

Section 73A application for a material change of use of the premises to mixed use including; existing restaurant (Eb) at ground floor and House of Multiple Occupancy (HMO) on the first and second floors (C4).

RESOLVED: SUPPORT THIS APPLICATION WITH A CONDITION THAT THE FIRE ESCAPE MEETS ALL HMO REGULATIONS.

505 DECISIONS MADE BY MDC

HOUSE/MAL/20/01080 - The Old Clubhouse The Quay Burnham-On-Crouch Essex

Proposed single storey rear and side extensions, first floor side extension and balcony overlooking sea, first floor balcony deck above existing rear projections, new decking projection from south and east elevations, and general refurbishment to the existing building including new window and doors. **APPROVE** subject to conditions

WTPO/MAL/20/01298 - 49 West Ley Burnham-On-Crouch Essex CM0 8LH

T1 Ailanthus -Crown lift over Arcadia Road and West Ley by 4 metres. Reduce remaining crown by 2 metres. **APPROVE** subject to conditions

NMA/MAL/21/00039 - Land West Of Cemetery Chapel Southminster Road Burnham-On-Crouch

Application for non-material amendment following grant of Planning Permission

RES/MAL/18/01077 Reserved matters application for the approval of appearance, landscaping, layout and scale on approved planning application OUT/MAL/14/00845 approved on appeal APP/X1545/W/15/3009772 (Outline planning permission for development of up to 80 residential dwellings with associated site access, highways, open space, landscaping, land reserved for provision of local shop and associated works). Amendment sought - change location of garages to plots 78, 79 and 80. Move plots 1 and 2 further away from southern boundary by another 1m. **APPROVED**

HOUSE/MAL/20/00161 - 53 The Leas Burnham-On-Crouch Essex CM0 8NH

Section 73A application for the erection of a boundary fence. **REFUSE**

HOUSE/MAL/20/00958 - 31 Mill Road Burnham-On-Crouch Essex CM0 8PZ

Additional storey at first floor level with 2 dormers to the front and rear.

APPROVE subject to conditions

FUL/MAL/20/01308 - Creeksea Place Barns Creeksea Place Farm Ferry Road BOC

Change of use of existing commercial barn into an event space for weddings and general events. **REFUSE**

FUL/MAL/20/01335 - 70 Maldon Road Burnham-On-Crouch Essex CM0 8NR
Demolition of existing dwelling and erection of new detached dwelling and associated landscaping works. **APPROVE** subject to conditions

HOUSE/MAL/20/01264 - 29 New Road Burnham-On-Crouch Essex CM0 8EH
Remove existing side extension and carport and rebuild side extension and carport.
APPROVE subject to conditions

NMA/MAL/21/00013 - Land Between Chandlers And Creeksea Lane Maldon Road Burnham-On-Crouch Essex

Application for non-material amendment following grant of Planning Permission 18/01424/FUL (Variation of condition 18, 21 and 23 on approved planning permission FUL/MAL/18/00093 (Variation of condition 18 on approved planning permission FUL/MAL/14/00356 (Application for full planning permission for 180 homes (including 20 bungalows), new vehicular accesses onto Maldon Road, the spine road through the development, green space, and associated infrastructure. Outline planning permission with all matters reserved (except for access) is sought for a 50-60 bed care home, a nursery school, 3.4 hectares of B1, B2 and B8 with 0.65 hectares of allotments)) Amendment sought: Roof tile colours on Plots 117-119. **APPROVED**

Date of next Planning meeting Tuesday 16th. March 2021 at 7pm via ZOOM

There being no further business the Town Mayor closed the meeting at 7.17pm



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 18th JANUARY 2021 AT 13.00 HRS. 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.

Present: - Councillors V. Bell (Deputy Mayor and Chair), R. Pratt (Mayor) and W. Stamp.

In attendance: Councillor B. Calver, Councillor M-A Munford, J. Watson (Temporary Clerk) and K. Money (RFO) (part).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N. Pudney.

2. DECLARATIONS OF INTEREST

There were no declarations of Interest.

3. MINUTES OF PREVIOUS MEETINGS

- a) The draft minutes of the meetings held on 9th, 26th and 30th October and on 27th November were considered.
- b) Councillor Stamp stated that she was concerned at some of the information contained in the minutes being made public on the grounds of confidentiality and requested a ruling on this. The Clerk pointed out that the items had been minuted as a statement of fact and did not go into any detail as to the discussions that had taken place and the decisions that had been reached. This opinion was confirmed by the Chair of the meeting, who explained that the wording of the minutes had been carefully considered before being issued.
- c) Proposed Councillor Bell, seconded Councillor Pratt that the minutes be signed as a correct record. Cllr Stamp requested that it be minuted that she disagreed with this decision. **Carried**

4. TEMPORARY TOWN CLERK

- a) The resignation of the Temporary Town Clerk, Mr J. Watson, was noted.
- b) Mr Money agreed that, in accordance with his job description, he would be pleased to take on the duties of the Temporary Town Clerk pending the return of the Town Clerk. It was further agreed that the Southminster Clerk would assist in the preparation of agendas and minutes.

5. STAFFING POLICIES

- a) It was noted that the staffing policies had been completed and the outgoing temporary Town Clerk was requested to distribute these to members of the Staffing Committee. **ACTION JW**

Signed

Vanessa Bell



BURNHAM ON CROUCH TOWN COUNCIL

6. JOB EVALUATIONS

- a) The Chair of the meeting reported that Councillor Munford was carrying out work on the job evaluation procedures. Councillor Stamp asked under whose authority this had been done. Proposed Councillor Pratt, seconded Councillor Bell that it be considered that Councillor Munford had been co-opted to the staffing committee to undertake work on the staff evaluations. **Carried.**
- b) It was agreed that the Chair of the meeting would progress this matter and report at the next meeting.

7. EXCLUSIONS OF THE PRESS AND THE PUBLIC

Councillors resolved that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and 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.

8. RESPONSIBLE FINANCIAL OFFICER/PLANNING CLERK

- a. The job description that had been prepared had been discussed.
- b. The Contract of Employment was discussed.

9. CLOSURE OF THE MEETING

Having determined all items of business the meeting was closed at 13.53 hrs.

Issued 21st January 2021

Signed

Vanessa Bell

Highways Report March 2021

Motorbikes on the Maldon Rd

Three points to note. The resident who originally complained has been back in touch.

Does the Council agree that we should ask the CPOs to carry out Trucam patrols 10 – 12 noon on the first Sunday of every month April to August to monitor inbound traffic on Maldon Rd, located near Woodfords Garage (close to where the complainant lives)? I said in an earlier reply to the resident as noted in a previous Highways Report that I would bring this suggestion to Council. It means that 2 hours of our monthly CPO allocation will be used.

I have advised the resident of a noise monitor that can be downloaded to a smart phone that measures sound in decibels. This will aid the resident in keeping a noise diary with accurate levels of noise. Noise is subject to legal restrictions in terms of volume but simply disliking a noise is not grounds for action. Accurate readings of decibel level will determine whether the noise is within legal limits.

The resident has suggested again that a sign saying 'Burnham welcomes considerate bikers' be placed on the Maldon Rd. Council needs to debate whether the expense could be justified in terms of the likely effect.

Green Lane – resident requested speed limit

We have received a request that Green Lane be subject to a 30mph speed limit. I am not sure of the process so would ask the Town Clerk to see if the speed limit depends on the classification of the road and whether this can be changed. It does seem ludicrous that CPOs can fine motorists doing 37 mph on Maldon Rd which is wide and with good visibility but the same motorist can legally do 60 mph on Green Lane and Creeksea Lane.

Does the Council approve?

Pedestrian footpath Pannell Bridge

We have received a second complaint from the same resident that the footpath is too narrow and dangerous. I know Councillor Pratt has referred this to ECC but I am unsure if any solution has been offered.

B1010 South Woodham Ferrers

Overleaf is the letter sent to Chelmsford City Council. I sent a copy to the SWF Action Group and they have asked to use it as evidence of our support.



Councillor Ron Pratt C.C. Town Mayor

Council Offices

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

Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

Councillor Stephen Robinson
Chelmsford City Council
Civic Centre,
Duke St,
Chelmsford,
Essex.
CM1 1JE

23rd. February 2021

Dear Councillor Robinson

Burnham Town Council is extremely concerned about highway proposals in the Masterplan for South Woodham Ferrers

At a recent Town Council meeting I was asked to write to you expressing the Council's concern about the proposed changes to traffic flow on the B1012.

The Council believes that as the only route off the Dengie, the current proposals will cause our residents severe delays and inconvenience.

We note that the most up to date peak time pre-covid traffic data has not been published and that it will not be made available until the detailed planning stage. We share local concerns that this is too late for an informed debate about your proposals with the many councils on the Dengie, such as Burnham Town Council, whose residents will be severely affected.

The Council would ask you to delay approval of the Masterplan until all the facts have been made available for discussion and scrutiny with neighbouring democratically elected bodies.

Yours sincerely

Kevin B. Money
Acting Town Clerk

CC Councillor Marie Goldman
Councillor Mike Mackrory

South Woodham Ferrers – B1012 – update received 8/3/21

Good Afternoon Bob

In case you hadn't heard Chelmsford City Council have approved their Masterplan for development on land north of SWF. Needless to say all the objections in respect of the traffic issues were ignored.

There are very few avenues left open to us. One is a complaint to the Ombudsman but we are also, linking in with others, looking to obtain Counsel's Opinion on the likely success of Judicial Review. We are exploring the option of crowd funding to cover the costs of seeking such advice.

We will attempt to seek some publicity particularly as there was media coverage recently that Essex County Council are negotiating with Countryside Homes to sell them a further 116 acres and are seeking a guarantee on the number of homes it could claim a 50% return on before entering the agreement. As ECC are the highway authority there seems an obvious conflict of interest.

As they will not support a new by pass and they intend to turn the B1012 into an urban street with numerous pedestrian crossings and roundabouts the majority of through motorists will divert via Ferrers Road creating a rat run or quasi by pass straight through the centre of the town. They already admit the Sainsbury R/B is at capacity and cannot be increased.

We will continue to battle on and any suggestions you have will be readily received.

Thank you for your support

Best regards

Mike Benning Woodham Infrastructure Group

I would welcome the Council's permission to write back offering support - moral not financial – and I will keep the Council informed of any developments but it looks like getting off the Dengie in rush hour is going to take longer.

Safety on the Quay by the Belvedere

The metal fence along the landward side of the quay adjacent to the Belvedere is in very poor condition. In some places it is detached from the wall itself. It is in my opinion dangerous.

We know that ECC are responsible for the maintenance of the quay – as minuted in the meeting of the Quay working party held last year.

Perhaps Councillor Pratt could investigate whether this is an issue that should be added to ECC's planned repairs or if not, we should find if the fence belongs to the Belvedere and if so, who is responsible.

For completeness the working party's findings regarding maintenance of the quay are in a separate document that accompanies this report.

Before the pandemic, a detailed description of the work needed on the quay was sent to ECC. Again, Councillor Pratt can advise whether on our behalf he can resend our reports to Councillor Bentley.

Providence Car Park Bin

As reported verbally at the last meeting, the plan was to replace the existing signs with a 'Right Turn Only' sign in the interests of Road Safety. However, a recycling bin had been sited in front of the current sign which would also obscure the new sign. The three pictures illustrate the problem and the solution – moving to the next bay - which loses part of a car park space (a Mini or small Fiat could still park there) but gains us the intended road safety benefit. I have asked that Barry installs the new sign asap.



The bin has now been moved.



Councillor Bell asked that the matching bin on the Millfield Car Park be moved but the contractor says it can't be moved unless the adjacent Salvation Army bin is moved. As this is an MDC Car Park I suggest MDC members follow up.

Environment 16/03/21

- 1) Skippers will take over planting and maintenance of BTC-owned green spaces from the beginning of April.
- 2) Garwoods have agreed to continue with the grass cutting contract.
- 3) Seeds for vegetables and flowers have been given to the two primary schools (this was meant to happen last year, but the lockdown prevented it). They were both very happy to receive these.
- 4) The individual litter picking scheme has really taken off, to the extent that we have now run out of litter picks – as soon as these are back in stock, we will order some more. The message is getting out even to people without access to Facebook as I was contacted by someone who found out about the scheme from her running club. A few people are refusing to fill in their details for insurance purposes, but we are working on this.
- 5) We have still been unable to return to the station due to covid but have remained in regular contact with GA. Cllr Donnelly recently attended a virtual coffee morning for Essex adopters. Work by Railscape on the bank to tidy up the buddleia has been delayed due to the slippery conditions caused by all the rain. Most people probably are not aware of this, but the station adopter group is actually contracted to spend one day a month keeping the station area tidy, so GA have been very accommodating during the pandemic.

Vanessa Bell

[illegible]

Burnham On Crouch Town Council **Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100 Income</u>									
1076 Precept	188,000	188,000	203,441	203,441	0	0	203,441	0	0
1090 Bank Interest Received	150	73	0	5	0	0	0	0	0
1100 Grants & Donation Received	0	15,000	0	0	0	0	0	0	0
1110 Chamber Hire	500	600	500	0	0	0	500	0	0
1130 Ayett's Distribution	118	118	118	138	0	0	118	0	0
1990 Other Income	0	1,162	2,000	3	0	0	2,000	0	0
Total Income	188,768	204,953	206,059	203,587	0	0	206,059	0	0
<u>Movement to/(from) Gen Reserve</u>	188,768	204,953	206,059	203,587	0		206,059		
<u>110 Administration</u>									
4000 Staff Salary	62,500	46,525	54,950	42,695	0	0	57,800	0	0
4010 PAYE & NI	0	10,581	3,862	10,184	0	0	4,000	0	0
4030 Pension	0	6,674	5,188	6,675	0	0	5,200	0	0
4050 Staff Mileage & Benefits	500	31	500	0	0	0	500	0	0
4060 Sundries & Consumables	500	65	500	465	0	0	500	0	0
4065 Training & Conferences	2,500	1,729	2,500	1,862	0	0	2,500	0	0
4070 Mayor's Allowance	1,000	828	1,000	100	0	0	1,000	0	0
4075 Councillors Expenses	500	71	500	0	0	0	500	0	0
4080 Special Constable Provision	4,000	0	1,000	0	0	0	0	0	0
4085 Mayor's Chain	100	230	100	532	0	0	100	0	0
4090 Bank Charges	500	392	500	157	0	0	500	0	0
4095 Audit Fees	650	895	895	910	0	0	895	0	0
4100 Legal, Planning, Survey Fees	4,000	2,154	10,000	330	0	0	5,000	0	0

Continued on next page

Burnham On Crouch Town Council **Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4105 Subscriptions & Memberships	1,500	1,546	1,733	1,427	0	0	1,785	0	0
4110 Insurance	3,400	2,339	4,000	2,303	0	0	4,120	0	0
4115 Stationery	2,000	981	1,000	292	0	0	1,000	0	0
4120 Telephone, Broadband & Postage	2,000	1,260	2,000	874	0	0	2,000	0	0
4125 Photocopier	0	2,775	1,500	1,882	0	0	1,500	0	0
4130 Website	500	992	750	144	0	0	750	0	0
4135 Computer Maintenance	1,000	2,831	1,500	2,403	0	0	1,500	0	0
4140 Water Rates & Charges	300	221	308	244	0	0	317	0	0
4145 Non-Domestic Rates	10,500	10,262	10,575	10,429	0	0	10,575	0	0
4150 Light, Heat & Power	2,300	1,890	2,300	1,443	0	0	2,300	0	0
4155 Literature & Books	200	52	200	390	0	0	200	0	0
4160 Office & Chamber Equipment	3,600	641	2,500	201	0	0	0	0	0
4165 Council Office Maintenance/Eq	5,000	1,497	5,000	60	0	0	5,000	0	0
4170 Pitch Roof Maintenance	1,000	0	6,000	1,598	0	0	6,000	0	0
4175 Van	1,000	1,076	2,000	0	0	0	2,000	0	0
4185 Grants & Donations	5,100	2,400	2,000	2,050	0	0	5,100	0	0
4195 Election Fund	3,000	69	3,000	0	0	0	3,000	0	0
4200 Extraordinary Expenses	0	0	1,000	0	0	0	750	0	0
	119,150	101,005	128,861	89,648	0	0	126,392	0	0
	(119,150)	(101,005)	(128,861)	(89,648)	0		(126,392)		
130 Council Activities									
1300 Hanging Basket Sales	500	552	500	0	0	0	500	0	0
	500	552	500	0	0	0	500	0	0
	</								

Continued on next page

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	1,200	650	1,200	961	0	0	1,500	0	0
4310	0	130	0	0	0	0	0	0	0
4320	100	0	100	0	0	0	100	0	0
4350	20,200	19,811	20,200	8,550	0	0	20,200	0	0
4360	5,000	5,000	5,000	0	0	0	1,000	0	0
4370	5,000	6,890	5,500	0	0	0	5,500	0	0
4380	0	255	0	0	0	0	0	0	0
4390	500	0	1,500	0	0	0	1,500	0	0
4560	2,000	0	2,000	0	0	0	2,000	0	0
4570	1,000	0	0	0	0	0	0	0	0
4590	118	0	118	0	0	0	118	0	0
	35,118	32,736	35,618	9,511	0	0	31,918	0	0
	(34,618)	(32,184)	(35,118)	(9,511)	0		(31,418)		

Continued on next page

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4580	1,000	0	0	0	0	0	0	0	0
4610	0	300	1,000	0	0	0	1,000	0	0
4620	0	0	500	0	0	0	0	0	0
4800	0	0	0	0	0	0	5,649	0	0
	19,800	16,076	27,280	5,106	0	0	33,449	0	0
	(19,800)	(16,076)	(27,280)	(5,106)	0		(33,449)		
150									
Events									
1150	0	3,836	0	0	0	0	0	0	0
1720	2,000	2,606	2,000	0	0	0	2,000	0	0
	2,000	6,442	2,000	0	0	0	2,000	0	0
Total Income									
4500	2,000	3,727	2,500	0	0	0	2,500	0	0
4501	0	379	0	0	0	0	0	0	0
4520	0	385	0	0	0	0	0	0	0
4530	5,000	10,056	10,000	7,591	0	0	10,000	0	0
4540	2,000	5,011	2,600	0	0	0	2,600	0	0
4550	500	4,477	1,000	0	0	0	1,000	0	0
	9,500	24,036	16,100	7,591	0	0	16,100	0	0
	(7,500)	(17,594)	(14,100)	(7,591)	0		(14,100)		
160									
Allotments									
1600	1,000	789	1,000	0	0	0	1,000	0	0
	1,000	789	1,000	0	0	0	1,000	0	0
Total Income									

Continued on next page

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600 Allotments Expenditure	1,500	450	1,500	0	0	0	1,500	0	0
Overhead Expenditure	1,500	450	1,500	0	0	0	1,500	0	0
Movement to/(from) Gen Reserve	(500)	339	(500)	0	0		(500)		
170 Old Station House									
1700 Old Station House Rent	4,800	5,165	4,800	3,135	0	0	4,800	0	0
Total Income	4,800	5,165	4,800	3,135	0	0	4,800	0	0
4700 Old Station House Expenditure	5,000	1,499	5,000	4,302	0	0	5,000	0	0
Overhead Expenditure	5,000	1,499	5,000	4,302	0	0	5,000	0	0
Movement to/(from) Gen Reserve	(200)	3,666	(200)	(1,167)	0		(200)		
999 VAT Data									
115 VAT on Receipts	12,500	0	0	0	0	0	0	0	0
Total Income	12,500	0	0	0	0	0	0	0	0
515 VAT on Payments	12,500	0	0	0	0	0	0	0	0
Overhead Expenditure	12,500	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0		0		
Total Budget Income	209,568	217,901	214,359	206,722	0	0	214,359	0	0
Expenditure	202,568	175,801	214,359	116,158	0	0	214,359	0	0
Movement to/(from) Gen Reserve	7,000	42,100	0	90,564	0		0		

Burnham On Crouch Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2021	Current A/c	92,040.53
02/01/2020	Barclays Business Saver 848	0.00
01/04/2018	Barclays Business Saver 149	5.10
31/12/2020	Petty Cash	2.68
28/02/2021	Unity Trust Bank current a/c	109,210.38
28/02/2021	Unity Trust Bank - EMR account	39,000.00

240,258.69

Receipts not on Bank Statement

0.00

Closing Balance

240,258.69

All Cash & Bank Accounts

1	Current Bank A/c	92,040.53
2	Barclays Business Saver 848	0.00
3	Barclays Business Saver 149	5.10
4	Petty Cash	2.68
5	Unity Trust Bank	109,210.38
6	Unity Trust Bank EMR	39,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	240,258.69

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 5 - Unity Trust Bank Current a/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank current a/c	28/02/2021	1	109,210.38
			<u>109,210.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			109,210.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			109,210.38
		Balance per Cash Book is :-	109,210.38
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Barclays Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	28/02/2021	1	92,040.53
			<u>92,040.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92,040.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			92,040.53
		Balance per Cash Book is :-	92,040.53
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 6 - Unity Trust Bank EMR**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - EMR account	28/02/2021	1	39,000.00
			<u>39,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,000.00
		Balance per Cash Book is :-	39,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2020		2.68
			<u>2.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.68
		Balance per Cash Book is :-	2.68
		Difference is :-	0.00



BURNHAM ON CROUCH TOWN COUNCIL
SCHEDULE OF EAR MARKED RESERVES 2020/21

Memorial Benches	£3000	
Notice Boards	£1500	
Allotments	£1500	
Town Council Van	£2000	
Providence Car Park	£3000	
Election Fund	£3000	
Old Station House	£5000	
Tourism	£20000	
Town Signs	£2000	
Works on Trees	£1000	
War memorial	£3000	
Total	£39000	Total should be £45,000

SCHEDULE OF GENERAL RESERVES 2020/21

CCTV	£TBC
------	------

19th. January 2021 – Minute Ref: 413 & 421



BURNHAM ON CROUCH TOWN COUNCIL

Cllr Pratt asked MDC Councillors about MDC not having a 5-year land supply. Cllr Stamp explained in detail the reasons including 1/3 of all local authorities have lost their 5-year land supply. MDC has a 4.9 -year land supply. MDC approved LDP and NDP.

412. TOWN COUNCIL REPRESENTATIVES' REPORTS. To receive representatives' reports as appropriate.

Cllr Pratt has nothing to report.

Cllr Donnelly reported that the Bus Users report was well received.

Cllr Calver has nothing in addition to his highways report to report.

Cllr Munford a lot of activity is going on behind the scenes. Messages by using Social Media should be used more with this pandemic and not solely using the BTC noticeboards.

413. ACCOUNTS AND TRANSFER OF FUNDS.

- a) **RESOLVED:** - that the payment of Accounts for January 2021 be approved and signed.
- b) **RESOLVED:** - To approve the transfer of £39,000 from Unity Trust Bank Current account to Unity Trust Bank Reserve account
- c) Members noted the comparison of actual to budgeted payments and receipts to December 2020.
- d) The bank reconciliations were approved.

414. GRANTS AND DONATIONS. To consider any requests.

No requests have been received. Residents are concerned about IT in their homes.

Cllr Munford asked how residents can apply for Grant donations. The RFO informed the meeting that an application form can be found on the BTC website.

415. ALLOTMENTS.

To receive an update from the Temporary Town Clerk. No update was given.

416. WEBSITE

To discuss the future of the "Burnham Info" website and to agree the action to be taken.

RESOLVED: Cllr Bell proposed that the website will be much reduced and to use it for BTC work only. The original will be transferred/returned to the originator Nick Skeens with appropriate links to the BTC website at no cost to BTC. Cllr Pratt seconded. F3 Ag3 The Mayor supports the proposal. Cllr Stamp amended the proposal by an annual payment to Mark Eagling of £150pa and a disclaimer it has nothing to do with BTC. F3 Ag3. The Mayor casting vote. He voted Against the amended proposal.

Cllr N. Skeens said there are costs involved in keeping the website going. The website should be an information hub. Cllr Skeens asked Councillors to consider splitting the websites. The cost of £400-£500 to be met by BTC funds in setting-up the new website. Plus £150 pa for an annual cost. Cllr Stamp agreed the website should be split.

Cllr Pratt said that it should be handed back to Cllr N. Skeens

RESOLVED: - Burnham.info would be given to Cllr N. Skeens but would not contribute £150 annual administration costs. The office staff would administer the BTC Council website

417. CASUAL VACANCIES IN THE SOUTH WARD OF THE TOWN.

To receive a verbal report from the Temporary Town Clerk.

It was reported that the Co-option notice, which has been published, is unlawful.

Cllr Stamp asked that the co-option policy is followed as per Councils adopted policy.

Signed

RPratt

Councillor Ron Pratt C.C. Town Mayor

16th. February 2021



BURNHAM ON CROUCH TOWN COUNCIL

Cllr Pratt to liaise with the New Temporary Town Clerk to arrange a new co-option notice be published and subsequent extra-ordinary meeting to be arranged to conduct the co-option.

418. TOURIST INFORMATION CENTRE

To consider the decisions to be made regarding the "Tourist Information Hut" and to agree the action to be taken.

A small working group to be set up to progress the future of The Tourist Hut facilities in Burnham

A letter from BTC to the of the supplier of the hut informing him that BTC is not going ahead with the Tourist Shepherds Hut.

419. EALC MICRO GRANT

To consider the request from EALC that the micro grant of £500 which had not been utilised by the Town Council be returned. Cllr Stamp asked for the accounts to be revisited to find where the £500 has been posted & why wasn't the grant application criteria fulfilled in time. The Mayor asked for this item to be deferred to another meeting. **All Agreed**

420. INVESTMENT POLICY

To agree the Town Council's Investment Policy.

RESOLVED: - This item to be deferred to another meeting.

421. EARMARKED RESERVES

To agree the Council's General Reserves Policy. **All Agreed**

To agree the Council's Earmarked Reserves. **All Agreed.**

Cllr Stamp said a virement could be agreed if the Council agrees CCTV soon.

422. DATES OF NEXT MEETINGS.

16th February 2021, 16th March 2021, 20th April 2021, 18th May 2021.

423. PUBLIC PARTICIPATION.

To receive verbal representations from Members of the Public.

A resident asked if BTC is hiding its light under a bushel. Although he has read in the press about what other Councils like Maldon Town have done to help their residents impacted by the pandemic, (things like Food Parcels and Distance Learning Laptops). He is not aware what BTC has accomplished in these areas. Please can the Council put into place and publicise an appropriate programme to give assistance to those who really need help?

In addition, please can the Council encourage the Police to enforce both social distancing and the laws of the land. A couple of weeks ago a find in Creeksea Lane of 150 used Silver NO2 party drug capsules was quickly reported to Essex Police, but again it appears no action has been taken. Burnham is unfortunately no stranger to drug usage, but with COVID-19 rampant in the community, these super-spreader events really need to be quickly stamped out.

The Mayor responded by saying that BTC does press the police but due to COVID-19 it has been a difficult time to clear rubbish on a regular basis.

424. EXCLUSION OF THE PUBLIC AND PRESS.

Councillors to resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies

Signed

RPratt

16th. February 2021

Councillor Ron Pratt C.C. Town Mayor

Accounts

From: Burnham-on-Crouch Town Council
Sent: 05 January 2021 09:30
To: Accounts
Subject: FW: Planning agreement funding for Allotments in Burnham (16/00093/FUL)

Good morning Kevin,

I guessed that this email should be forwarded to you. If I'm wrong please could you let me know who should get it?

Thanks
Julie

This email (including any attachments) is intended only for the recipient(s) named above. It may contain confidential or privileged information and should not be read, copied or otherwise used by any other person unless express permission is given. If you are not a named recipient, please contact the sender and delete the email from your system. It is the recipient's responsibility to ensure that appropriate measures are in place to check for software viruses. All communications sent to or from the Council may be subject to recording and / or monitoring in accordance with relevant legislation.

From: Stephen Andrews <Stephen.Andrews@maldon.gov.uk>
Sent: 04 January 2021 15:07
To: Burnham-on-Crouch Town Council <office@burnhamtowncouncil.com>
Cc: Cllr. Wendy Stamp <Cllr.Wendy.Stamp@maldon.gov.uk>
Subject: Planning agreement funding for Allotments in Burnham (16/00093/FUL)

2029

Dear Town Clerk,

Please accept my apologies for introducing myself in this email but current difficulties prevent me from getting out and about to meet the proper officers and Town Clerks whilst administering the Council's s106 Agreements.

It is in this connection that I contact you to let you know that a payment has been made by Persimmon Homes in connection with their development ref : 16/00093/FUL - Residential development comprising 180 dwellings, public open space, landscaping and associated infrastructure including drainage, footpath and cycleway and vehicular access from Southminster Road, Burnham on Crouch.

The receipt which is for the sum of £8,000 (eight thousand pounds) is available for your Town Council to use in connection with the provision/maintenance of allotment facilities in Burnham on Crouch. This sum is currently in the Council's s106 holding account and I would like to discuss the matter with you further before setting out the limited constraints which go with the purse and requesting your invoice so that I can arrange the payment.

I am not sure if you were anticipating this notification and as my contact may be a little unexpected I have copied in Cllr Stamp to let her know that the arrangements for the payment are being resolved and perhaps if you wanted to check the circumstances, then Wendy could vouch that we have discussed the matter.

Kind regards and Happy New Year

Stephen Andrews BA Hons DipTP MRTPI
Section 106 Officer
Normal working pattern Weekly: Monday – Thursday
Email Stephen.andrews@Maldon.gov.uk
Office Mob. 07960 168859

1st March 2021

Dear Stakeholders,

Re: Consultation on proposed expansion of Ormiston Rivers Academy

Over the past few months, a number of meetings have taken place with representatives of Essex County Council and Ormiston Academies Trust (OAT) regarding the feasibility of expanding Ormiston Rivers Academy to help address the proposed shortage of secondary school student places within our local community.

To satisfy the projected requirements for secondary school places as defined within the local authority's 10-year plan; 'meeting the demands for school places', I am writing to you to seek your views on a proposed expansion of Ormiston Rivers Academy by an additional one form of entry per year (30 places).

Ormiston Rivers Academy is a member of the OAT Trust. The trustees see the proposed expansion of the school as an opportunity to meet the increasing demand for places within the local area, whilst continuing to offer an excellent education to all students.

Ormiston Rivers Academy currently has a published admissions number into year 7 of 180. The proposed expansion would be fully funded by Essex County Council and is proposed to be completed in time for the September 2023 academic year. Following the completion of these works, an additional 30 student places per year would be created, allowing us to admit an extra form of entry into year 7. The schedule below identifies the proposed shortage of places within our community and shows how the expansion would help address the identified shortfall of places.

Planning Group 2:	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Student Places	7	-55	-51	-32	-27	-17	-29	-16
Ormiston Rivers Academy								

Data provided from Essex County Council's 'Meeting the demand for school places in Essex – 10 year Plan 2021-2030.

This consultation is an opportunity to express your views and ask questions on the proposal to increase the school's student capacity; your contributions will help inform our decisions and will reflect within our subsequent application to the Department for Education. There will be further consultation regarding the building and planning around this.

Unfortunately, due to the current Covid 19 pandemic we are unable to issue invitations to formal consultation meetings, however, we would encourage responses, via google form: <https://forms.gle/V8LeAHHPvZXTT5xu6>, email, letter or telephone. To support this we have set up the following means of communication, emailing: speterson@ormistonriversacademy.co.uk, or leaving an answerphone message on: 01621

787830, or written communication posted to: Ormiston Rivers Academy, Southminster Road, Burnham-on-Crouch, Essex, CM0 8QB. We will acknowledge all responses and reply to any queries or required clarification points.

The consultation period starts on Monday 1st March and closes on the 16th April 2021.

The final decision as to whether the school expands will be made by the Regional Schools Commissioner on behalf of the Department for Education following the submission of a Significant Change Application by the Trust.

This consultation document is sent electronically to all parents/carers, trustees, local governors, teachers and support staff who are part of the Ormiston Rivers Academy community. Electronic copies will also be sent to headteachers of the neighbouring schools in the planning area, ward councillors, MPs, community groups and users of the school site, unions and relevant officers of Essex County Council and Maldon District Council.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'E. Baker', enclosed within a simple, hand-drawn oval border.

Mrs E. Baker
Principal

Community Engagement Team

Request for Service

April 2021 to March 2022



Please select the service and how many hours you require each month.

Service	Required Y/N	Please list the areas / facilities you would like included in our Patrol Sites designated by Essex Police
TRUCAM Speed Enforcement		
Dog Fouling / Littering Patrol		
Anti- Social Behaviour Patrol		
Parish Council Site Check		
School Parking Patrol		
On Street Parking Patrol (monitoring of parking restrictions)		
Total hours per month		

Any other comments:

Please return your completed request to
Jackie.drummond@maldon.gov.uk by 15th March 2021