



## BURNHAM ON CROUCH TOWN COUNCIL

### MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 16<sup>TH</sup> 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 19<sup>th</sup>. 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 19<sup>th</sup> January 2021 with the above amendments be confirmed and signed.**

#### **432 PLANNING COMMITTEE MINUTES**

Signed

*RPratt*

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

Councillor Ron Pratt C.C. (Town Mayor)

**RESOLVED: that the confirmed Minutes of the Planning Meeting held on 2<sup>nd</sup> 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 baliffs 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 23<sup>rd</sup> February 2021.

#### **438 TOWN COUNCIL REPRESENTATIVES' REPORTS.**

Signed

*RPratt*

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

Councillor Ron Pratt C.C. (Town Mayor)

- 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**

- RESOLVED: that the payment of Accounts for February 2021 be approved and signed.**
- Members noted the comparison of actual to budgeted payments and receipts to January 2021.**
- 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**

- 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.**

- 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**

Signed

*RPratt*

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

Councillor Ron Pratt C.C. (Town Mayor)

- Councillor W. Stamp reported that a document had been circulated among Members on 4<sup>th</sup> June 2020, with minute 324 being agreed on 8<sup>th</sup> 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 – 6<sup>TH</sup> 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 sterlised 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**

Signed

*RPratt*

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

Councillor Ron Pratt C.C. (Town Mayor)

- 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: 2<sup>nd</sup> 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.