



Councillor Ron Pratt C.C. Town Mayor

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19th. April 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 27th. APRIL 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 26th. April 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

Joanna Jeffery

Joanna Jeffery
TEMPORARY TOWN CLERK - 19th. April 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 Tuesday 16th. March 2021 and Extra Ordinary Meeting of the Town Council held on Tuesday 30th. March 2021.

5 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday's 16th. March and 6th. April 2021.

6 PROPOSED BUSINESS BOARD FOR BURNHAM-ON-CROUCH

A (single) representative of Burnham Town Council is invited to the Board's meeting in April as a formal representative appointed by BOCTC

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) To note that the Temporary Town Clerk has now added actions points to the minutes as requested.
- b) Town Sign – Cllr Stamp – the Temporary Town Clerk has circulated to all Members information as a starting point for discussion.
- c) Remote meetings – a High Court Hearing will be held on 21st April 2021 to discuss the future of remote meetings.
- d) Christmas Lights – Purchase of new lights for tree outside One Stop. Station Road and High Street have lamp posts with broken lights wrapped round them, removal and replacement for discussion.
- e) Tourist Information Hut – Discussion regarding purchase.

9 DIARY DATES

10 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp
- Highways – Councillor B. Calver

- a) Providence car park - Include highways report, minutes and risk assessment
- 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 April 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 March 2021.
- c) To receive the bank reconciliations.

14 GRANTS AND DONATIONS

To consider any requests.

15 ALLOTMENTS

To receive an update from Mrs. J. Jeffery

16 WEBSITE

- a) Accessibility and Responsibilities Cllr W. Stamp
- b) Councillors to receive the 2021/22 BTC Calendar

17 CROUCH HARBOUR AUTHORITY

To discuss and nominate one member for the Advisory Committee for the period 1st June 2021 to 31st May 2025.

18 PARKING RESTRICTIONS AT THE WAR MEMORIAL

To discuss and agree a variation to the parking restrictions at the War Memorial for motorcycles.

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: 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 STATION HOUSE

To receive an update.

- a) To discuss Risk Assessment for re-opening.
- b) To discuss continued use of the building.

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 STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 16TH 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, K. Coles, J. Donnelly, M-A. Munford, W. Stamp.

In Attendance: K. Money (Planning Officer/RFO, Temporary Town Clerk), J. Jeffery (Temporary Assistant) and three Members of the Public.

455 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Neil Pudney, District Councillor Anne Hull and Sarah Grimes (Town Clerk).

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. **None Declared**

457 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements

Cllr Pratt informed that due to the technicalities of providing a virtual Civic Ceremony the proposed date of 19th March 2021 was ambitious. The Civic Ceremony has now been postponed with a future date to be confirmed.

458 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesdays 16th. February and 2nd. March 2021.

Amendments Item 443 – should read viated not Via.

Item 446 should read Maple Way Estate.

RESOLVED: That the Minutes of the meetings held on Tuesday 16th February and Tuesday 2nd March 2021 be confirmed and signed.

Signed

Councillor Ron Pratt C.C. (Town Mayor)

20th. April 2021

459 PLANNING COMMITTEE MINUTES

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

RESOLVED: that the Minutes of the Planning Meeting held on Tuesday 16th. February and Tuesday 2nd. March 2021 be confirmed and signed.

460 STAFFING COMMITTEE MINUTES

To receive and sign the amended Minutes of the Staffing Committee Meeting held on 18th January 2021.

RESOLVED: that the minutes of the Staffing Committee Meeting held on 18th January 2021 be confirmed and signed.

461 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). The Clerk reported no questions from the public.

462 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

Mrs Jeffery informed that at the Maldon CVS Community Forum meeting last week, it was decided that meetings will now be held bi-monthly. The need for the service is now managed in house by the CVS.

b) Update on the 6th. May 2021 polling Station – MDC using the Council Chamber.

Mrs Jeffery informed that Maldon District Council have decided to use The Village Hall for the polling station. This was following concerns raised by Councillors that the Town Council building would need to be deep cleaned before any staff could return and that a one way system could not be achieved.

Cllr Stamp asked Mrs Jeffery to write to Maldon District Council to ask in residents interests where are the North and South polling stations going to be.

Action: Mrs Jeffery to write to MDC, distribute response to all Councillors and feedback at next meeting.

463 DIARY DATES

No diary dates at the present time.

Cllr Stamp asked for the meeting calendar to be distributed.

Action: Temp. Town Clerk to distribute calendar to all Councillors and update website.

464 CO-ORDINATOR'S REPORT

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp

Councillor Stamp informed that she had approved a stationery payment.

Councillor Bell asked for approval for the purchase of additional litter picking equipment, **Agreed.**

- Highways – Councillor B. Calver.

Motorbikes on Maldon Road.

Councillor Munford gave her support for two designated hours per month to be spent on Trucam to address the speeding traffic, Councillor Stamp asked if the suggestion is achievable?

Councillor Bell suggested this may not be the necessary solution and perhaps liase with the Police.

Councillor Stamp commented that Trucam can only be used in designated areas and that police bikes are often seen in Endeavor Way. An alternative solution may be a speed camera.

Councillor Pratt suggested that Trucam be used on one trial Sunday to see what the success might be. Also, to approach the police and the Community Engagement Team to seek advice/solutions.

Councillor Bell commented that education is the best way forward.

Councillor Stamp commented that it needed to be a package and that Burnham Town Council need to find a way to help.

Green Lane

Councillor Stamp proposed contacting Local Highways Panel regarding Green Lane. A suggestion would be to reduce the speed limit from 60mph to 30mph all the way along. Councillor Pratt commented that this can be included in the application, but it needs to be justified, seconded by Cllr Pratt.

Pedestrian footpath Pannell Bridge

Cllr Pratt informed this has been progressed by a resident.

The Belverdere/Quay

Councillor Culver commented that the fence is coming loose at the Belverdere. Although Essex County Council are responsible for maintaining the quay, the Town Clerk was asked to make enquiries regarding ownership of the fence.

Cllr Donnelly commented that the quay is breaking up, Cllr Pratt will speak with Essex County Council.

Action: Temp. Town Clerk to determine ownership of fence.

Cllr Pratt to speak with ECC re Quay.

Providence Car Park

Members had a lengthy discussion regarding the removal of the signs at Providence Car Park. Councillor Culver commented the signs were removed as they were being ignored. Members felt that it would be advantageous for Councillor Culver and Councillor Donnelly to revisit the issues as the previous solution had appeared to make the issue worse. Councillor Donnelly was asked to give input to see if the situation could be made any better. Councillor Culver commented that there is a road safety issue with cars going both ways. The recycling bin is now taking up a parking space which is problematic when the town is busy. Councillor Bell will speak with Maldon District Council for a resolution.

Councillor Stamp suggested waiting for one/two months when further work is carried out at the car park, new signs could be purchased then if it was felt needed.

Action: Councillor Culver and Councillor Donnelly to liase to suggest a possible solution for the Car Park.

Councillor Bell to speak with Maldon District Council re recycling bin.

- Environment – Councillor Bell – report has been circulated.

465 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

District Councillor Skeens informed that he is part of the River Crouch Coastal Community Team, he is currently working with Maldon District Council and Rochford to create a page for the Essex County Council website.

District Councillor Skeens informed that he would be working on the Burnham Town website at the weekend.

District Councillor Bell has attended a Overview, Crime and Scrutiny meeting and also a Youth Strategy meeting. District Councillor Bell reported that both Dist Councillor Stamp and herself were involved in a youth provision and also a youth event for later in the year for Burnham.

466 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

Councillor Munford reported the footpath alongside the Marina needs attention. Details of the Community Food Fund has been forwarded to local foodbanks by Councillor Munford.

Councillor Coles agreed that the footpath surface does need attention before Parkrun resumes.

Councillor Pratt suggested contacting Tony Pitt at the marina office who may be able to assist with confirming the owner. Councillor Bell suggested writing to the Countryside and Coast Manager at Maldon District Council and also Crown Estates to identify ownership.

Action: Temp. Town Clerk to write to Countryside and Coast Manager at MDC and also Crown Estates.

Temp. Town Clerk to contact Mr Tony Pitt at the marina office.

Councillor Pratt confirmed that no decision had been taken yet for this years carnival.

467 ACCOUNTS AND TRANSFER OF FUNDS

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

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

c) The bank reconciliations were approved.

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.

Proposed by Councillor Stamp, seconded by Councillor Bell.

RESOLVED: that the payment of £6,000 be approved and transferred to EMR

The RFO asked if the Mayor and General Purposes Co-ordinator could have delegated authority to issue payments before 31st March 2021, to assist with year end preparations. Councillor Stamp proposed acceptance of the request, seconded by Councillor Pratt. **Agreed.**

Councillor Munford asked what the ear marked reserves for the Station House might be used for, could they be used for the preparation of re opening?, Councillor Pratt informed that preparation of re opening would fall under expenses and that the ear marked reserves would be used for repair or renewal.

468 GRANTS AND DONATIONS

To consider any requests. No requests have been made.

469 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 – not exceeding £2000.00p
 - Hedge laying northern boundary huge project but looking for external funding streams also £8000.00 approx.
 - Scalpings – price to be determined.

Members asked that Mr Money contact Maldon District Council to agree the necessary expenditure.

Action: Temp. Town Clerk to request expenditure from Section 106 money from Maldon District Council.

470 TOWN SIGNS

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

A discussion was had regarding the purchase of a new sign. Councillor Bell commented that the sign should say "Careful and Considerate Drivers". Councillor Culver commented that he didn't feel the sign would be effective. Councillor Bell responded that different messaging types reach different people.

Councillor Stamp proposed a new town sign incorporating a careful sign, seconded by Councillor Pratt. Mrs Jeffery will make enquiries and bring to a future meeting.

Action: Mrs Jeffery will gather information on signs and costings.

Councillor Cole commented that more signs are needed for the public toilets and the finger posts are pointing in the wrong direction.

Action: Handyman to look at fingerposts, Temp. Town Clerk to liaise.

471 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.

Cllr Pratt informed that 30 places have been approved for September 2021 intake, however all Members felt that the consultation should be given the full support of Burnham Town Council.

Action: Temp. Town Clerk / Mrs Jeffery to submit response.

472 COMMUNITY PROTECTION TEAM

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

Councillor Stamp commented that she did not feel the service was good value for money at the present time. Councillor Pratt suggested the team make a proposal to Burnham Town Council of what they feel is achievable and also how it will be measured.

Councillor Stamp suggested a working group to identify areas that need to be included in the request.

Action: Councillor's Munford, Calver, Bell and Coles will work with Mrs Jeffery to produce a response.

473 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).

A resident enquired when the two remaining Councillor vacancies would be filled. It was commented that the election will be held on 6th May 2021 for the North Ward vacancies.

A resident asked for an update on the seawall, Mr Money informed he has sent a letter to the Environment Agency and is currently waiting for a response. A discussion took place regarding sharing the historical documents relating to the seawall on the website, Mr Money will update.

Councillor Stamp asked that the letter sent by Mr Money to the Environment Agency be circulated amongst Members and also put onto the website.

A resident informed that the website needs to be update, Mr Money will address this.

Action: Temp. Town Clerk to add historical documents relating to the seawall to the website.

Temp. Town Clerk to circulate letter sent to Environment Agency and place letter onto website. Temp. Town Clerk to update website.

474 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

Action: Temp. Town Clerk to circulate meeting calendar and update website.

475 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.

Proposed by Councillor Munford, seconded by Cllr Bell.

476 CLOCK TOWER – Update from Cllr V. Bell

Councillor Pratt suggested contacting the previous contractor to ask why after confirming the electrical installation had been brought upto standards, had another contractor told Burnham Town Council the installation was unsafe. Cllr Stamp commented that she felt it would be advantageous to move forward with a new contractor, Councillor Pratt commented that he was in agreement.

Councillor Stamp informed that the clock is not chiming and that a service is due.

477 CLOSURE OF THE MEETING

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

Meeting closed at 9.18pm.



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 30TH 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, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

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

In Attendance: K Money (Planning Officer/RFO, Temporary Town Clerk), J Jeffery (Temporary Assistant) and two Members of the Public.

479 APOLOGIES FOR ABSENCE

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

480 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

481 COMMUNITY ENGAGEMENT TEAM SLA FOR 2021/2022

To discuss the proposed Service Level Agreement for 2021/2022 – Circulated to Councillors prior to the meeting.

Cllr Munford gave a brief outline of the points discussed with the working group.

The cost per hour for 2021/2022 is £35.06, the team does not offer a output/outcome service. The SLA gave the following headings for discussion.

Dog Fouling - The group felt that dog fouling is an issue for the town. 40%

Trucam – The group felt this should be carried out by the police. 0%

Signed

Councillor Ron Pratt (Town Mayor)

Anti Social Behaviour – It was felt that this should be included and presence to include market day would be advantageous. 20%

Site Checks – It was felt this was not necessary as the town office is manned. 0%

School Parking Patrol – This would be very helpful, with input given to all schools in the town. 20%

On Street Parking – problematic areas were identified and included in the agreement, Cllr Munford asked that Coronation Road be included as well. 20%

A discussion took place regarding how many hours were allocated each month. Cllr Munford informed that in the previous year an allocation was given of £20,200. Mr Money, RFO confirmed that £20,200 had been allocated in the budget for 2021/2022. Mrs Jeffery commented that she was not aware of the previous years contracted hours as she had no access to the server to obtain the information.

Cllr Stamp informed that the Community Engagement Team have eleven contracted hours per week costing £20,200 per annum. Cllr Stamp commented that the 40% allocation to dog fouling would equate to approx. £8,000 for the coming year.

Cllr Calver commented that he felt if 40% allocation was needed to address dog fouling issues in the town, then it would be advantageous.

Cllr Coles commented that the SLA can be modified throughout the year.

Cllr Stamp commented that historically dog fouling goes down from April to September when restrictions are in place. Cllr Stamp also commented that she did not agree with no provision for Trucam, speeding is an issue that needs to be addressed. The Police are not carrying out regular speed checks and historically that is why Burnham Town Council used the services of the Community Engagement Team to fill the gap.

Cllr Pratt commented that previously the Town Clerk would liaise with the Community Engagement Team to address issues around the town.

Cllr Calver commented that Maldon District Council needs a steer from Burnham Town Council as to our priorities.

Cllr Stamp informed that monthly reports from the team are circulated to all members.

Cllr Bell asked Mrs Jeffery regarding Clerks input, Mrs Jeffery commented that the service is an input based service which requires input from Clerks, Members and Residents, this gives the team a better insight to timings and areas that need to be focused on.

Cllr Pratt suggested that 25% dog fouling and the other emphasis on school patrols and trucam may be a better use of the allocation.

Cllr Stamp informed that Marsh Road site is a problematic area that needs to be monitored. Cllr Stamp asked if the SLA is a stringent document.

Cllr Bell informed that anti social behaviour will rise with the lighter nights as it seems to be seasonal.

Cllr Stamp informed that the Community Engagement Team officers can spend double the amount of time allocated in Burnham as they are also paid by Maldon District Council to monitor Maldon District Council owned sites around Burnham.

Cllr Stamp proposed the recording of the vote, seconded by Cllr Munford.

Cllr Calver proposed acceptance of the working groups suggestion of 40% dog fouling, 20% Anti Social Behaviour, 20% School Patrol, 20% On Street Parking, seconded by Cllr Munford.

There was a counter proposal by Cllr Stamp of 20% Trucam, 20% Dog Fouling, 20% Anti social behaviour, 20% School Patrol, 20% On Street Parking, seconded by Cllr Donnelly.

A vote was taken, Two for, Three against, Two abstained.

Signed

Councillor Ron Pratt (Town Mayor)

For – Cllr Stamp and Cllr Donnelly
Against – Cllr Munford, Cllr Bell and Cllr Calver
Abstain – Cllr Cole and Cllr Pratt

A vote was taken for Cllr Calver's proposal Three For, Three Against, 1 Abstain,
For – Cllr Calver, Cllr Munford and Cllr Bell
Against – Cllr Stamp, Cllr Donnelly and Cllr Cole
Abstain – Cllr Pratt
Chairman's (Cllr Pratt) casting vote for
Resolved proposal carried.

Cllr Stamp asked for the monetary terms
40% = £ 8,080 Dog Fouling
20% = £ 4,040 Anti Social Behaviour
20% = £ 4,040 School Patrol
20% = £ 4,040 On Street Parking
Total £20,200

Cllr Pratt asked for Maldon District Council Community Engagement Team to confirm that the SLA can be amended and changed during the year.

482 ACCOUNTS AND TRANSFER OF FUNDS

To approve the payments of Additional Accounts for March 2021 and to agree a transfer of funds to meet the Town Councils financial requirements.

RESOLVED: that the payment of Additional Accounts for March 2021 be approved

483 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

Cllr Pratt Thanked Mr Money for circulating the calendar, Cllr Stamp commented that the Mayor making meeting has been omitted from the calendar.

Cllr Pratt closed the meeting at 8.15pm.



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes PSLCC, Town Clerk

Tel: 01621 783426

Email: office@burnhamtowncouncil.com

Council Offices

Chapel Road

BURNHAM-ON-CROUCH

Essex

CM0 8JA

**MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING
HELD ON TUESDAY 16th. MARCH 2021 AT 6.45pm 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, K. Coles, 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.

506 APOLOGIES FOR ABSENCE were received from Cllr N. Pudney

507 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 V. Bell declared a Pecuniary Interest in item 20/01345/TCA

Cllr Munford declared a NPI in 21/00190

508 MINUTES

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

All Agreed

509 APPLICATIONS FOR PLANNING CONSENT

21/00163/NMA - Land Between Chandlers And Creeksea Lane Maldon Road BOC

Application for non-material amendment following grant of Planning Permission

FUL/MAL/19/01257 (Erection of 36 dwellings, with associated off-street parking, public open space and landscaping) Amendment sought: House type on plots 192 & 195

RESOLVED: COUNCILLORS NOTED THIS NON-MATERIAL AMENDMENT APPLICATION

Signed

RPratt

Cllr Ron Pratt C.C. Town Mayor

6th. April 2021

21/00123/HOUSE - 59 Chapel Road Burnham-On-Crouch Essex CM0 8JD

Replacement of back and front roof tiles due to damage to existing roof tiles resulting in water ingress causing internal damage to property.

RESOLVED: SUPPORT THIS PLANNING APPLICATION SUBJECT TO CONSERVATION OFFICER APPROVAL

21/00112/HOUSE - 62 Eastern Road Burnham-On-Crouch Essex CM0 8BT

Two storey side extension

RESOLVED: REFUSE THIS APPLICATION DUE TO THE SCALE, BULK AND DESIGN. ALSO THIS APPLICATION WILL RESULT IN FURTHER OFF-STREET PARKING.

Cllr. V. Bell left the meeting

20/01345/TCA - 113 Station Road Burnham-On-Crouch Essex CM0 8HQ

T1 Blue Atlas Cedar (*Cedrus atlantica*) - fell because of proximity to the house and potential for subsidence to the property. Tree is also damaging the patio. Excessive shading in the garden caused by dense foliage and height of tree.

RESOLVED: SUPPORT THIS APPLICATION SUBJECT TO THE TREE AND CONSERVATION OFFICER'S APPROVAL

Cllr V. Bell re-joined the meeting

21/00075/OUTM - Land 250M North Of 16A Maldon Road Burnham-On-Crouch

Outline application with all matters of detail reserved for future determination (except for layout and means of access to the site) to extend approved retirement community to north and east including additional affordable housing (or developer contribution in lieu of): erect 132No. one, two and three-bedroom bungalows, 100No. one, two, and three-bedroom apartments in two-storey buildings (independent/assisted living and/or market units), and erect single-storey ancillary multi-use community building. Lay out estate roads, footpaths, vehicle parking and surface water drainage infrastructure including swales and detention basins. Form open spaces and allotments and lay out hard and soft landscaping.

RESOLVED: REFUSE THIS PLANNING APPLICATION

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 outside the development area. The proposal is contrary to policies S1, S2, S6, S8, D1, E1 and H4 of the Maldon District Council LDP. The proposal is also contrary to policies HC2 and HO8 in the BOCNDP. Also in the BOCNDP section 10.2 addresses with "How to Best Deal with the Incremental Planning Applications over and above the 450 Strategic Allocations in a relatively remote Town with Limited Road network, infrastructure and Services. The local services, Dentists, schools, doctors are all running at over capacity. This development will place further strain on Local Highways, Public transport, nursery, primary and secondary schools, NHS services. This application to be called in by District Councillor.

21/00187/TCA - 113 Station Road Burnham-On-Crouch Essex CM0 8HQ

T1 Blue Atlas Cedar (*Cedrus atlantica*) - Fell.

This application has been withdrawn from the MDC Website

21/00108/FUL - Rosemary Mangapp Chase Burnham-On-Crouch

Extension to existing brick plinth/timber framed barn to provide one bedroom ancillary/granny annexe for extended family

RESOLVED: SUPPORT THIS APPLICATION

THIS APPLICATION TO BE CALLED IN IF IT GOES AGAINST RECOMMENDATION

Signed

RPratt

Cllr Ron Pratt C.C.Town Mayor

6th. April 2021

21/00169/HOUSE - 101 Maldon Road Burnham-On-Crouch CM0 8DD

Single storey 3 metre deep rear extension

RESOLVED: SUPPORT THIS APPLICATION

NMA/MAL/21/00190 - 1 Welland Road Burnham-On-Crouch CM0 8TX

Application for non-material amendment following grant of Planning Permission

19/01058/HOUSE (Two storey rear extension to provide first floor en-suite shower room and ground floor utility area) Amendments sought: 1- Increasing the width of the first floor window from 1.2m to 1.8m (the same size as the existing window which it replaces) 2 - Introducing a new obscure glass window on the flank wall at first floor level to provide light and ventilation to the new shower room.

RESOLVED: COUNCILLORS NOTED THIS NON-MATERIAL AMENDMENT APPLICATION

510 DECISIONS MADE BY MDC

Councillors noted the decision made by MDC

HOUSE/MAL/20/01313 - Raysand Wick Road Burnham-On-Crouch

Single storey side extension. **APPROVE** subject to conditions

Date of next Planning meeting Tuesday 6th. April 2021 at 7pm via ZOOM

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

Signed

RPratt

Cllr Ron Pratt C.C.Town Mayor

6th. April 2021



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes PSLCC, Town Clerk

Tel: 01621 783426

Email: office@burnhamtowncouncil.com

Council Offices

Chapel Road

BURNHAM-ON-CROUCH

Essex

CM0 8JA

**MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING
HELD ON TUESDAY 6th. APRIL 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: B. Calver, K. Coles, J. Donnelly, M-A. Munford

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.

511 APOLOGIES FOR ABSENCE were received from Cllrs V. Bell and W. Stamp

512 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. **There were None**

513 MINUTES

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

All Agreed

514 APPLICATIONS FOR PLANNING CONSENT

21/00223/HOUSE - 25 Mildmay Road Burnham-On-Crouch Essex CM0 8ED

Small side porch extension

RESOLVED: SUPPORT THIS APPLICATION

21/00198/VAR - Land North Of Marsh Road Burnham-On-Crouch Essex

Removal of condition 36 (affordable housing to NDSS) on approved planning permission 19/01208/FUL (Residential development comprising the construction of 90 residential dwellings (Use Class C3), public open space, landscaping and associated infrastructure.)

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

Signed

Cllr Ron Pratt C.C. Town Mayor

20th. April 2021

21/00219/VAR - The Old Clubhouse The Quay Burnham-On-Crouch
Variation of condition 2 (plans) on approved application 20/01080/HOUSE (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.)

RESOLVED: SUPPORT THIS APPLICATION SUBJECT TO THE CONSERVATION OFFICER'S APPROVAL

21/00184/HOUSE - 27 Harris Street Burnham-On-Crouch CM0 8GF
Proposed new external access door to existing detached garage from rear garden

RESOLVED: SUPPORT THIS APPLICATION

20/01189/LDP - Tudor Oaks 18 St Peters Field Burnham-On-Crouch
Claim for lawful development certificate for a proposed outbuilding

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

21/00264/HOUSE - 3 Charwood Mews Burnham-On-Crouch Essex CM0 8GT
Construction of a double garage

RESOLVED: SUPPORT THIS APPLICATION

21/00279/FUL - The Dovecote Stoney Hills Burnham-On-Crouch Essex
New detached double garage

RESOLVED: SUPPORT THIS APPLICATION

515 STREET NAMING (PUBLIC HEALTH ACT, 1925, SECTION 17)

The following street names has been proposed by Taylor Wimpey with regard to Land North Of Marsh Road Burnham-On-Crouch within the provision of the above Act.

Acorn Street - Best Drive - Heron Grove - Sparkes Street - Wanstall Way - Hewlett Road - Campbell Close - Bowland Way - Swingate Close - Montagu Chase - Thompson Avenue

RESOLVED: COUNCILLORS NOTED THE NAMES PUT FORWARD BY TAYLOR WIMPEY BUT ASKED IF THE DEVELOPER/MDC COULD CONSULT WITH THE TOWN COUNCIL ON THE ROAD NAME/S PROPOSAL, IN THE FUTURE, PRIOR TO RECEIVING THE LETTER FROM MDC

516 DECISIONS MADE BY MDC

Councillors noted the following decisions made by MDC

TCA/MAL/20/01350 - 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). **ALLOWED TO PROCEED**

NMA/MAL/21/00163 - Land Between Chandlers And Creeksea Lane Maldon Road

Application for non-material amendment following grant of Planning Permission

FUL/MAL/19/01257 (Erection of 36 dwellings, with associated off-street parking, public open space and landscaping) Amendment sought: House type on plots 192 & 195. **APPROVED**

WTPO/MAL/21/00062 - 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

APPROVE subject to conditions

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

T2 Maple - Trim branches to clear cable by 1 metre. **APPROVE** subject to the following conditions

LDP/MAL/21/00074 - 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.

REFUSE for the following reasons:-

The Council considers that the use of the building is a B2 use as set out in the Town and Country Planning (Use Classes) Order 1987 modified by The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 and therefore the Council cannot grant a certificate of Lawfulness for the proposal, as the Applicant considers the use of the building to be B1, which is now referred to as Use Class E(g).

NMA/MAL/21/00190 - 1 Welland Road Burnham-On-Crouch Essex CM0 8TX

Application for non-material amendment following grant of Planning Permission 19/01058/HOUSE (Two storey rear extension to provide first floor en-suite shower room and ground floor utility area)

Amendments sought:

Increasing the width of the first floor window from 1.2m to 1.8m (the same size as the existing window which it replaces)

Introducing a new obscure glass window on the flank wall at first floor level to provide light and ventilation to the new shower room. **APPROVED**

Date of next Planning meeting Tuesday 20th. April 2021 at 7pm via ZOOM

There being no further business the Town Mayor closed the meeting at 7.22pm

Signed

Cllr Ron Pratt C.C.Town Mayor

20th. April 2021

BOUNDARY SIGNS

EXAMPLES AND GUIDE PRICES

01/01/2018



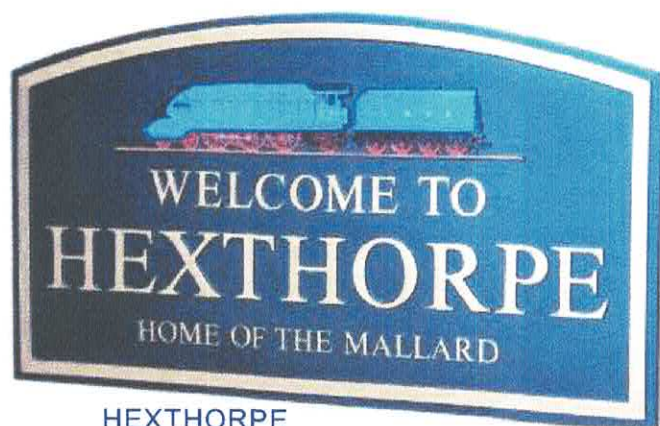
CHEADLE
1200 x 1060mm
Non standard typefaces
Intricate motif
Guide Price £1540.00



BARNBY DUN 900 x 600mm
Guide price £594.00
AUCKLEY 1100x 590mm
Guide price £726.00
Times New Roman letters



HAVERSHAM
1580 x 800mm
Times New Roman letters
Motif created from images supplied by client
Guide price £1504.00



HEXTHORPE
1200 x 675mm
Times New Roman letters
Detailed motif
Guide price £1078.00

WOKINGHAM
1800 x 800mm
Times New Roman
Council crest
2 off Slip signs
Posts
Guide price £2189.00

Brief Guide to Costs

Prices are ex carriage and VAT

Area of sign - The larger the sign the more expensive

Style of letters - Our standard styles are Times New Roman or Franklin Gothic Book.
A non standard letter style requires special tooling

Motif/Logo - All logos will require tooling, complicated logos require extra time

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ENVIRONMENT – APRIL 2021

STATION

Sadly, Railscape have not cut back the buddleia or repainted the handrail on the steps, although they have strimmed the grass on the bank. The grass at the far end of the platform requires cutting, so I will pursue this, along with the other issues, with GA/Railscape. Unfortunately, covid has again precluded the preschool planting on the platform this year. Currently the daffodils are just dying off, so when these have gone, I will liaise with the Limes and pop something in to give some colour over the summer. Worryingly, one of our volunteers bumped into a worker who had been sent to 'flatten' the flowerbeds in the carpark, as a member of the public had complained that these were 'full of brambles'. Fortunately, the worker concerned realised that this was far from the case and that the planting, and its condition, is appropriate and well-maintained, and left it alone. Again, I will liaise with GA to make sure we do not end up losing the fruits of decades of work by Una Norman and her band of volunteers.

FLYPOSTING

Having rid the town of one repeat offender, I have noticed a new crop of fly posts advertising an aggregates company. I have reported this to the CET for action.

GENERAL FLOWERBEDS

The contract with Skippers should have come into force now. I am hoping that officers can confirm this.

LITTERPICKING

The volunteer litter pickers are going strong. We have somebody picking in Creeksea every Sunday and the Rotary Club have now joined us. A resident telephoned me recently to thank us for the difference our volunteers have made in his area.

VANESSA BELL

[illegible]

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

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
<u>100 Income</u>												
1076 Precept	188,000	188,000	0	0	203,441	0	203,441	203,441	0	203,441	0	0
1090 Bank Interest Received	150	73	0	0	0	0	0	5	0	0	0	0
1100 Grants & Donation Received	0	15,000	0	0	0	0	0	0	0	0	0	0
1110 Chamber Hire	500	600	0	0	500	0	500	0	0	500	0	0
1130 Ayett's Distribution	118	118	0	0	118	0	118	138	0	118	0	0
1990 Other Income	0	1,162	0	0	2,000	0	2,000	3	0	2,000	0	0
Total Income	188,768	204,953	0	0	206,059	0	206,059	203,587	0	206,059	0	0
Movement to/(from) Gen Reserve	188,768	204,953			206,059		206,059	203,587		206,059		
<u>110 Administration</u>												
4000 Staff Salary	62,500	46,525	0	0	54,950	0	54,950	46,897	0	57,800	0	0
4010 PAYE & NI	0	10,581	0	0	3,862	0	3,862	11,237	0	4,000	0	0
4030 Pension	0	6,674	0	0	5,188	0	5,188	7,282	0	5,200	0	0
4050 Staff Mileage & Benefits	500	31	0	0	500	0	500	0	0	500	0	0
4060 Sundries & Consumables	500	65	0	0	500	0	500	465	0	500	0	0
4065 Training & Conferences	2,500	1,729	0	0	2,500	0	2,500	2,227	0	2,500	0	0
4070 Mayor's Allowance	1,000	828	0	0	1,000	0	1,000	100	0	1,000	0	0
4075 Councillors Expenses	500	71	0	0	500	0	500	0	0	500	0	0
4080 Special Constable Provision	4,000	0	0	0	1,000	0	1,000	0	0	0	0	0
4085 Mayor's Chain	100	230	0	0	100	0	100	532	0	100	0	0
4090 Bank Charges	500	392	0	0	500	0	500	193	0	500	0	0
4095 Audit Fees	650	895	0	0	895	0	895	910	0	895	0	0
4100 Legal, Planning, Survey Fees	4,000	2,154	0	0	10,000	0	10,000	680	0	5,000	0	0

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09:35

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

	Last Year		Brought Forward	Net Virement	Current Year			Next Year			
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4105 Subscriptions & Memberships	1,500	1,546	0	0	1,733	0	1,733	1,611	1,785	0	0
4110 Insurance	3,400	2,339	0	0	4,000	0	4,000	2,303	4,120	0	0
4115 Stationery	2,000	981	0	0	1,000	0	1,000	308	1,000	0	0
4120 Telephone, Broadband & Postage	2,000	1,260	0	0	2,000	0	2,000	958	2,000	0	0
4125 Photocopier	0	2,775	0	0	1,500	0	1,500	2,127	1,500	0	0
4130 Website	500	992	0	0	750	0	750	1,039	750	0	0
4135 Computer Maintenance	1,000	2,831	0	0	1,500	0	1,500	2,489	1,500	0	0
4140 Water Rates & Charges	300	221	0	0	308	0	308	244	317	0	0
4145 Non-Domestic Rates	10,500	10,262	0	0	10,575	0	10,575	10,429	10,575	0	0
4150 Light, Heat & Power	2,300	1,890	0	0	2,300	0	2,300	1,591	2,300	0	0
4155 Literature & Books	200	52	0	0	200	0	200	390	200	0	0
4160 Office & Chamber Equipment	3,600	641	0	0	2,500	0	2,500	212	0	0	0
4165 Council Office Maintenance/Eq	5,000	1,497	0	0	5,000	0	5,000	60	5,000	0	0
4170 Pitch Roof Maintenance	1,000	0	0	0	6,000	0	6,000	1,598	6,000	0	0
4175 Van	1,000	1,076	0	0	2,000	0	2,000	0	2,000	0	0
4185 Grants & Donations	5,100	2,400	0	0	2,000	0	2,000	2,050	5,100	0	0
4195 Election Fund	3,000	69	0	0	3,000	0	3,000	0	3,000	0	0
4200 Extraordinary Expenses	0	0	0	0	1,000	0	1,000	0	750	0	0
Overhead Expenditure	119,150	101,005	0	0	128,861	0	128,861	97,932	126,392	0	0
Movement to/(from) Gen Reserve	(119,150)	(101,005)			(128,861)		(128,861)	(97,932)	(126,392)		
130 Council Activities											
1300 Hanging Basket Sales	500	552	0	0	500	0	500	0	500	0	0
Total Income	500	552	0	0	500	0	500	0	500	0	0

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09:35

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

	Last Year		Brought Forward	Net Virement	Current Year			Next Year				
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4300	Clock Tower, Clock & Electric	1,200	650	0	0	1,200	0	1,200	989	1,500	0	0
4310	Clock Electricity	0	130	0	0	0	0	0	0	0	0	0
4320	Town Cup	100	0	0	0	100	0	100	0	100	0	0
4350	CPO Service	20,200	19,811	0	0	20,200	0	20,200	8,550	20,200	0	0
4360	Tourism	5,000	5,000	0	0	5,000	0	5,000	0	1,000	0	0
4370	Town Maintenance	5,000	6,890	0	0	5,500	0	5,500	0	5,500	0	0
4380	Direct Maintenance	0	255	0	0	0	0	0	0	0	0	0
4390	Notice Boards	500	0	0	0	1,500	0	1,500	0	1,500	0	0
4560	Town Sign	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4570	Volunteer in Policing	1,000	0	0	0	0	0	0	0	0	0	0
4590	Ayletts Distribution	118	0	0	0	118	0	118	0	118	0	0
	Overhead Expenditure	35,118	32,736	0	0	35,618	0	35,618	9,539	31,918	0	0
	Movement to/(from) Gen Reserve	(34,618)	(32,184)			(35,118)		(35,118)	(9,539)	(31,418)		
140	Open Spaces											
4175	Van	0	137	0	0	0	0	0	1,154	0	0	0
4185	Grants & Donations	0	700	0	0	0	0	0	0	0	0	0
4195	Election Fund	0	3,293	0	0	0	0	0	114	0	0	0
4400	Grass Cutting	11,000	6,624	0	0	11,000	0	11,000	3,273	11,000	0	0
4401	Environment Projects	0	238	0	0	3,980	0	3,980	575	8,000	0	0
4410	War Memorial	800	160	0	0	800	0	800	0	800	0	0
4411	Memorial Benches	0	0	0	0	3,000	0	3,000	0	0	0	0
4440	Providence Car Park	3,000	4,623	0	0	3,000	0	3,000	56	3,000	0	0
4501	Town Events	4,000	0	0	0	4,000	0	4,000	0	4,000	0	0

Continued on next page

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

	Last Year		Brought Forward	Net Virement	Current Year				Next Year		
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4580 Arcadia Road Wildlife Area	1,000	0	0	0	0	0	0	0	0	0	0
4610 Works on Council trees	0	300	0	0	1,000	0	1,000	0	1,000	0	0
4620 Observatory	0	0	0	0	500	0	500	0	0	0	0
4800 Tourism Project/Regeneration	0	0	0	0	0	0	0	0	5,649	0	0
Overhead Expenditure	19,800	16,076	0	0	27,280	0	27,280	5,172	33,449	0	0
Movement to/(from) Gen Reserve	(19,800)	(16,076)			(27,280)		(27,280)	(5,172)	(33,449)		
150 Events											
1150 Quay Day	0	3,836	0	0	0	0	0	0	0	0	0
1720 Summer Swimming	2,000	2,606	0	0	2,000	0	2,000	0	2,000	0	0
Total Income	2,000	6,442	0	0	2,000	0	2,000	0	2,000	0	0
4500 Civic Receptions (in House)	2,000	3,727	0	0	2,500	0	2,500	0	2,500	0	0
4501 Town Events	0	379	0	0	0	0	0	0	0	0	0
4520 Burnham Week	0	385	0	0	0	0	0	0	0	0	0
4530 Festive Lighting & Christmas	5,000	10,056	0	0	10,000	0	10,000	7,591	10,000	0	0
4540 Summer Swimming	2,000	5,011	0	0	2,600	0	2,600	0	2,600	0	0
4550 Quay Day	500	4,477	0	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	9,500	24,036	0	0	16,100	0	16,100	7,591	16,100	0	0
Movement to/(from) Gen Reserve	(7,500)	(17,594)			(14,100)		(14,100)	(7,591)	(14,100)		
160 Allotments											
1600 Allotments Rents	1,000	789	0	0	1,000	0	1,000	839	1,000	0	0
Total Income	1,000	789	0	0	1,000	0	1,000	839	1,000	0	0

Continued on next page

09:35

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

	Last Year		Brought Forward	Net Virement	Current Year			Next Year				
	Budget	Actual			Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4600	Alloiments Expenditure	1,500	450	0	0	1,500	0	1,500	0	1,500	0	0
170	Overhead Expenditure	1,500	450	0	0	1,500	0	1,500	0	1,500	0	0
	Movement to/(from) Gen Reserve	(500)	339			(500)		(500)	839	(500)		
	Old Station House											
1700	Old Station House Rent	4,800	5,165	0	0	4,800	0	4,800	3,350	4,800	0	0
4700	Total Income	4,800	5,165	0	0	4,800	0	4,800	3,350	4,800	0	0
	Old Station House Expenditure	5,000	1,499	0	0	5,000	0	5,000	4,598	5,000	0	0
	Overhead Expenditure	5,000	1,499	0	0	5,000	0	5,000	4,598	5,000	0	0
999	Movement to/(from) Gen Reserve	(200)	3,666			(200)		(200)	(1,248)	(200)		
	VAT Data											
	VAT on Receipts	12,500	0	0	0	0	0	0	0	0	0	0
515	Total Income	12,500	0	0	0	0	0	0	0	0	0	0
	VAT on Payments	12,500	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	12,500	0	0	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	0	0	214,359	0	214,359	207,776	214,359	0	0
	Expenditure	202,568	175,801	0	0	214,359	0	214,359	124,832	214,359	0	0
	Movement to/(from) Gen Reserve	7,000	42,100			0		0	82,944	0		

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	1	94,887.95
			<u>94,887.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,887.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,887.95
		Balance per Cash Book is :-	94,887.95
		Difference is :-	0.00

Date: 13/04/2021

Burnham On Crouch Town Council

Page 1

Time: 09:45

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Barclays Current Bank A/c**

User: KBM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	31/03/2021	1	92,435.29
			<u>92,435.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92,435.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			92,435.29
		Balance per Cash Book is :-	92,435.29
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	1	45,000.00
			<u>45,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,000.00
		Balance per Cash Book is :-	45,000.00
		Difference is :-	0.00

Burnham On Crouch Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Current A/c	92,435.29
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
31/03/2021	Unity Trust Bank current a/c	94,887.95
31/03/2021	Unity Trust Bank - EMR account	45,000.00

232,331.02

Receipts not on Bank Statement

0.00

Closing Balance

232,331.02

All Cash & Bank Accounts

1	Current Bank A/c	92,435.29
2	Barclays Business Saver 848	0.00
3	Barclays Business Saver 149	5.10
4	Petty Cash	2.68
5	Unity Trust Bank	94,887.95
6	Unity Trust Bank EMR	45,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	232,331.02

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Memorial Benches	0.00	3,000.00	3,000.00
321 EMR - Notice Boards	0.00	1,500.00	1,500.00
322 EMR - Allotments	0.00	1,500.00	1,500.00
323 EMR - Town Council Van	0.00	2,000.00	2,000.00
324 EMR - Providence Car Park	0.00	3,000.00	3,000.00
325 EMR - Election Fund	0.00	3,000.00	3,000.00
326 EMR - Old Station House	0.00	5,000.00	5,000.00
327 EMR - Tourism	0.00	20,000.00	20,000.00
328 EMR - Town Signs	0.00	2,000.00	2,000.00
329 EMR - Works on Trees	0.00	1,000.00	1,000.00
330 EMR - War Memorial	0.00	3,000.00	3,000.00
	0.00	45,000.00	45,000.00

Burnham On Crouch Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	150,648.74	233,593.03
105	VAT Control Account	5,045.49	1,262.01
	Less Total Debtors	5,045.49	1,262.01
	Plus Total Creditors	0.00	0.00
	Equals Total Cash and Bank Accounts	145,603.25	232,331.02
200	Current Bank A/c	93,758.02	92,435.29
220	Barclays Business Saver 149	5.10	5.10
230	Petty Cash	8.68	2.68
240	Unity Trust Bank	51,831.45	94,887.95
250	Unity Trust Bank EMR	0.00	45,000.00
	Total Cash and Bank Accounts	145,603.25	232,331.02

KEY:-	BTP BURNHAM TOWN PLANNING Meetings start at 6.45pm or 7pm	COUNCIL BURNHAM TOWN COUNCIL Meetings start at 7.30pm	MDC Committees SE – South East PGA – Performance, Governance and Audit Committee	MDC Committees O&S – Overview & Scrutiny	MDC Committees S&R – Strategy and Resources Committee	SUMMER RECESS	TO BE APPROVED BY TOWN COUNCIL 20.04.21
DAY / MONTH	APRIL 2021	MAY 2021	JUNE 2021	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021
Monday		3 BANK HOLIDAY			2		
Tuesday		4	1 BTP		3		
Wednesday		5	2		4	1	
Thursday	1	6 ELECTIONS (ECC)	3	1 MDC COUNCIL	5 DP Provisional	2 MDC COUNCIL	
Friday	2	7	4	2	6	3	1
Monday	5	10	7	5	9	6	4
Tuesday	6 BTP	11	8	6 BTP	10	7 BTP	5 BTP
Wednesday	7	12	9	7	11 NW	8 NW	6 NW
Thursday	8	13	10 PGA	8	12	9	7
Friday	9	14	11	9	13	10	8
Monday	12	17	14	12	16	13	11
Tuesday	13	18 BTP COUNCIL	15 BTP COUNCIL	13	17	14	12
Wednesday	14	19 NW	16 NW	14 NW	18 SE	15 SE	13 SE
Thursday	15	20 MDC STAT. ANNUAL COUNCIL SE	17 DP Provisional	15 S&R	19	16 S&R	14
Friday	16	21	18	16	20	17	15
Monday	19	24	21	19	23	20	18
Tuesday	20	25 BTP ANNUAL TOWN MEETING Provisional TBC	22	20 BTP COUNCIL	24	21 BTP COUNCIL	19 BTP COUNCIL
Wednesday	21	26 CAC	23 SE	21 SE	25 CAC	22 CAC	20 CAC
Thursday	22	27 S&R	24	22	26	23 PGA	21
Friday	23	28	25	23	27	24	22
Monday	26	31 BANK HOLIDAY	28	26	30 BANK HOLIDAY	27	25
Tuesday	27 BTP COUNCIL		29	27	31	28	26
Wednesday	28		30 CAC	28 CAC		29	27
Thursday	29			29 PGA		30 DP Provisional	28 O&S CRIME
Friday	30			30			29



CROUCH HARBOUR AUTHORITY

Membership of the Advisory Committee

The Burnham Town Council is entitled to nominate a member for the Advisory Committee for the period 1st June 2021 to 31st May 2025.

About the Crouch Harbour Authority

The Crouch Harbour Authority is formed by the Members contained in s6 Crouch Harbour Act 1974 with amendments in the Harbour Revision Order 2007. The Members form the board of trustees of the Crouch Harbour Authority and have powers conferred to them under the Act. The exercise of these powers allows for regulation of activities in the harbour. The Crouch Harbour Authority has trust port status and must manage its affairs through the fees it sets and revenues raised through these by the activities in its area. It receives no support from public funding.

Crouch Harbour Act 1974

- 1) The rivers Roach and Crouch and adjacent waters in the county of Essex form a harbour affording actual and potential facilities for navigation, commerce and recreation.*
- 2) Powers necessary or expedient for the preservation of, protection, regulation, management, maintenance, and improvement of the said harbour and the navigation thereof.'*

Advisory Committee

The Advisory Committee is contained in the Crouch Harbour Act 1974 s11. The Act does not confer powers on the Advisory Committee members hence the term '*advisory*'. However, the Act does require the Crouch Harbour Authority to 'consult and consider' with the Advisory Committee on matters (see above) and the Committee can bring to the attention of the Authority similar under s11(9).

Representatives on the Advisory Committee should have the necessary skills to bring forward and understand the matters arising of a Harbour Authority and induction training is available. As a representative they should consult with the wider membership of their group receiving and disseminating information. They should have good IT skills, the ability to participate in, and manage and attend meetings which can be held online.

The name and address of the person you wish to nominate to sit on the Crouch Harbour Authority Advisory Committee for the four year period must be submitted to the Harbour Office by **Friday 7th May 2021**.

Email: elaine@crouchharbour.org.uk