



## **BURNHAM ON CROUCH TOWN COUNCIL**

### **MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 27<sup>TH</sup> APRIL 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: J. Jeffery (Temporary Town Clerk),  
K. Money (Planning Officer/RFO) and four Members of the Public.

#### **1 APOLOGIES FOR ABSENCE**

To receive apologies for absence – Cllr N. Pudney, Dist Cllr N. Skeens and Sarah Grimes (Town Clerk).

#### **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.

Cllr J. Donnelly, Non Pecuniary Interest 10 a) Providence Car Park

Cllr K. Coles, Pecuniary Interest 18 Parking restrictions at the War Memorial.

#### **3 TOWN MAYOR'S ANNOUNCEMENTS**

To receive the Town Mayor's announcements.

Cllr Pratt informed Members of the passing of Father Lionel Webber, Cllr Stamp also informed of the passing of Micheal Hazell, the Allotments Chairman.

Members and Members of the Public were asked by Cllr Pratt to observe one minute's silence following the passing of HRH Prince Philip, Duke of Edinburgh and several Members of the community.

Cllr Pratt informed that he had been approached by Mr Jim Couzens with regard to a small covid secure ceremony at the War Memorial on 15<sup>th</sup> May 2021, this is to recognise the 100<sup>th</sup> anniversary of the forming of the British Legion.  
Cllr Pratt informed Members that all Risk Assessments would be carried out and submitted to the Town Council prior to the event.

#### **4 MINUTES**

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 16<sup>th</sup>. March 2021 and Extra Ordinary Meeting of the Town Council held on Tuesday 30<sup>th</sup>. March 2021.

Cllr Stamp commented that resolutions should come before actions in the minutes.  
Cllr Stamp proposed the deferral of acceptance of the minutes until next meeting, seconded by Cllr Donnelly.

**RESOLVED:** The Minutes of the Town Council Meetings held on 16<sup>th</sup>. March 2021 and 30<sup>th</sup>. March 2021 will be deferred until next meeting.

**ACTION:** Temp Town Clerk to add resolutions before actions.

#### **5 PLANNING COMMITTEE MINUTES**

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

**RESOLVED:** that the Minutes of the Planning Meeting held on Tuesday 16<sup>th</sup>. March and Tuesday 6<sup>th</sup>. April 2021 be confirmed and signed.

#### **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

Cllr Stamp Thanked Cllr Munford for attending a meeting of the business board on her behalf. Cllr Stamp and Cllr Coles attended a further meeting on 26<sup>th</sup> April 2021.

Cllr Stamp proposed Cllr Coles as the formal representative for Burnham Twon Council, seconded by Cllr Pratt.

**RESOLVED:** Cllr Coles is the formal representative of Burnham Town Council for the Business Board.

#### **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).

The Temporary Town Clerk informed that no questions have been received.

#### **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.

Cllr Stamp commented that the town sign is looking sorry for itself. Cllr Calver commented that the lower sign would be more appropriate. Cllr Munford raised concerns regarding maintenance for a flower planter, Cllr Pratt commented that a planter with a large reservoir could be purchased which would allow for less frequency of watering. Members also felt that the maintenance of the planters

could be carried out by the contractors who maintain other flower beds in the town.

Cllr Stamp commented that a design could be centred around sailing, the Temp Town Clerk was asked to liaise with the company to gather information and bring to the next meeting.

**ACTION:** Agenda item, Town Sign. Temp Town clerk to gather costing information for next meeting.

- c) Remote meetings – a High Court Hearing will be held on 21<sup>st</sup> April 2021 to discuss the future of remote meetings.

The Temp Town Clerk informed that no further information regarding virtual meetings had been circulated. Cllr Stamp proposed that officers look at booking the Village Hall and to carry out a Risk Assessment to ensure social distancing for an in person meeting, seconded by Cllr Pratt.

**RESOLVED:** Officers to liaise with The Village Hall, to book and carry out a risk assessment for next meeting.

**ACTION:** Book alternative venue to allow for social distancing, carry out risk assessment.

- 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.

Cllr Bell informed that she is meeting with the Temp Town Clerk and Mr Atkins from Blachere-illumination on Thursday 6<sup>th</sup> May 2021, Cllr Bell will also enquire about lamp post lights.

Cllr Bell informed that due to a change in his business, the Mr Sadler supplier of the Christmas tree outside One Stop, cannot provide the tree this year. Therefore, a tree will need to be sought from another supplier.

Cllr Stamp asked that additional funds could be made available to enhance the lights this year. Cllr Pratt responded that a proposal should be brought back to Members, money can then be agreed and a virement from reserves.

Cllr Coles requested to be involved in the Christmas Lights project.

**RESOLVED:** Cllr Bell to bring back a proposal to a future meeting.

**ACTION:** Temp Town Clerk to write to Mr Sadler to Thank him for his services to the town council and community.

- e) Tourist Information Hut – Discussion regarding purchase.

Cllr Pratt informed that at the budget meeting it was agreed that an order for the shepherd's hut had never been agreed. They were preliminary discussions and no costs should have been incurred. No finalisation was made to the project as concerns were raised regarding manning the hut and also storage. It was felt at the present time that the shepherd's hut was not ordered and it is not needed.

Cllr Stamp commented that no decision had been taken by Burnham Town Council to purchase the shepherd's hut.

## 9 DIARY DATES

No diary dates.

## 10 CO-ORDINATORS' REPORTS

Signed

Councillor Vanessa Bell (Town Mayor)

18<sup>th</sup>. May 2021

To receive co-ordinators' reports:

- General Purposes – Councillor W. Stamp informed there was nothing to report.
- Highways – Councillor B. Calver informed the town sign by the library needs the ivy to be cut back.

a) Providence car park - Include highways report, minutes and risk assessment

Cllr Stamp asked if any risk assessment was carried out prior to removal of the signs. Cllr Calver commented that no risk assessment was carried out when the signs were installed. Cllr Stamp asked that a risk assessment is carried out.

Cllr Calver commented that the risk itemised in the Highways report was addressed, a right turn only into Ship Road was installed.

Cllr Donnelly commented that she felt bigger signage is needed, the hedge has just been cut, but visibility is still very limited.

Cllr Stamp proposed appointing a contractor to carry out a risk assessment of the car park, Cllr Munford seconded the proposal but commented that it was not to undermine the work carried out by Cllr Calver. Cllr Stamp asked for it to be minuted that any requests are not personal, but to protect the Town Council.

- Environment – Councillor V. Bell will give an update when she is feeling better.

**Members are requested to pass any Resolutions as necessary.**

**RESOLVED:** Burnham Town Council will undertake a risk assessment of Providence Car Park.

**ACTION:** Temp Town Clerk to organise risk assessment of Providence Car Park

Temp Town Clerk to obtain an update regarding the ivy on the town sign at the library

## **11 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports.

Dist Cllr's Stamp and Bell have met with the Youth Strategy Team to discuss re engaging with the youth, events are currently being looked at for Riverside Park.

## **12 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive Town Council representatives' reports.

Cllr Pratt informed that the Carnival Committee are still debating if it is feasible to hold the carnival this year, however, it is leaning towards no carnival for 2021 due to not being able to make the event covid safe. A decision will be made at a later date.

Burnham Week, Cllr Calver informed that concerns regarding putting the banner over the bridge, members informed that the Community Engagement Team usually stop the traffic and the owner of the banner puts it up. Cllr Calver will liaise with the Temp Town Clerk regarding the process.

Cllr Munford has attended training on Instagram, she felt this would be a good idea for future engagement with the youth. Cllr Stamp also attended the training and commented that she felt unless it was contracted out it could be quite challenging to monitor.

## **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.

**RESOLVED: that the payment of Accounts for April 2021 be approved and signed.**

**Members noted the comparison of actual to budgeted payments and receipts to March 2021.**

**The bank reconciliations were approved.**

Mr Money, RFO informed that the year end accounts are currently with the internal auditor and a further update will be given at the next meeting.

Mr Money informed that boxes 7 & 8 of the annual return do not agree, this is due to the change from debtors and creditors to receipts and payments.

Mr Money will look to obtain quotes for the internal auditor for year 2021-22, it was agreed by members that this is operational.

#### **14 GRANTS AND DONATIONS**

To consider any requests – no requests have been made.

#### **15 ALLOTMENTS**

To receive an update from Mrs. J. Jeffery

Mrs Jeffery informed that the barrister dealing with the case has unfortunately died, emails have been sent requesting that a new barrister is appointed swiftly. Cllr Stamp informed that the solicitor has written to the Allotments Society, however a letter needs to be sent offering assurance of continuity to the Allotments Society.

**RESOLVED: A letter will be sent to the Allotments Society to offer assurance of continuity.**

**ACTION:** Temp Town Clerk to write to Allotments Society.

#### **16 WEBSITE**

a) Accessibility and Responsibilities Cllr W. Stamp

b) Cllr Donnelly informed that the website is compliant, Mr Money and Mr Eagling liaise to update the website.

c) Councillors to receive the 2021/22 BTC Calendar

Cllr Stamp commented the Annual Town Meeting was not on the calendar, Mr Money asked all Members if Tuesday 25<sup>th</sup> May 2021 would be suitable, **agreed.**

Cllr Stamp asked how long the summer recess was, Cllr Pratt commented that it is only for the month of August. The calendar was accepted by all Members and will now be placed onto the website.

**ACTION:** Mr Money, RFO to place calendar on Town Council website.

#### **17 CROUCH HARBOUR AUTHORITY**

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

Cllr Pratt proposed Cllr Calver, seconded by Cllr Stamp.

**RESOLVED: Cllr Calver will be the representative from Burnham Town Council on the Crouch Harbour Authority from 1<sup>st</sup> June 2021 to 31<sup>st</sup> May 2025.**

**Cllr Coles left the meeting at 20.44pm.**

#### **18 PARKING RESTRICTIONS AT THE WAR MEMORIAL**

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

A request was made to lift parking restrictions at the War Memorial for motor cycles. Cllr Pratt informed that he felt 10,000 Burnham residents would not benefit from the change. Cllr Stamp commented that parking is free in the Providence Car Park and it would encourage use of the town. Cllr Munford commented that bikers are welcomed in to the town.

Cllr Calver proposed leaving the restrictions, seconded by Cllr Donnelly.

**RESOLVED:** No further action to be taken, parking restrictions to remain the same.

**Cllr Coles returned to the meeting at 20.51pm.**

## **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).

A resident asked what factors are preventing the Station House from opening and what other buildings does Burnham Town Council manage.

Cllr Pratt commented that government guidance due to Covid, was that all community buildings were to shut. Abelio are the owners of the Station House, however the Station House is a designated community building and Burnham Town Council have acted responsibly. Cllr Stamp informed that there are strict limitations for hire of the building. Cllr Pratt informed the resident to contact the Temp Town Clerk for further assistance.

Cllr Pratt informed that Burnham Town Council own the War Memorial, Propspect Car Park, the council offices and the clock tower.

The supplier of the proposed shepherd hut informed that they were disappointed with Burnham Town Council's decision not to go ahead with the hut, it was also commented that Maldon District Council had given money for the shepherd hut, Cllr Stamp commented that the money can be spent on tourist information.

A member of the press asked if footpath 11 at the marina had been inspected, as Essex County Council had confirmed they would inspect and repair. Cllr Pratt commented that he was unaware of any work being undertaken, but he would take a walk to the marina to find out.

A resident informed that Cllr Coles need to be added to the website and also the historical documents from the Environment Agency.

**ACTION:** Mr Money to update website.

A resident asked if there were any further updates on the CCTV, Cllr Bell will give an update at a future meeting.

## **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: 14.12.21**

## **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.

Proposed by Cllr Pratt, seconded by Cllr Stamp.

## **22 STATION HOUSE**

To receive an update.

Signed

Councillor Vanessa Bell (Town Mayor)

18<sup>th</sup>. May 2021

a) To discuss Risk Assessment for re-opening.

b) To discuss continued use of the building.

Cllr Bell asked if there had been any progress with handing the Station House back to Abelio, Cllr Pratt is to make further inquiries with Essex County Council.

Cllr Munford asked which way Burnham Town Council are going with the building, as Citizens Advice Bureau needs to be in Burnham and a location needs to be found.

Cllr Pratt informed that previously the building had been used as artist studios upstairs and community use downstairs. Essex County Council can let the building to businesses, but under council law town councils cannot.

Cllr Coles asked what the approximate cost to Burnham Town Council is per year, Cllr Pratt informed approximately £10,000.

Cllr Munford speaking from experience commented that the Station House is a hard building to manage. Abelio risk assessment also needs to be completed before the building can be re opened. It was commented that legal work and new leases would also need to be looked at.

Cllr Pratt commented that if the risk assessment is good then Citizens Advice Bureau can reuse the building.

Cllr Calver proposed obtaining risk assessments for Station House, Council Offices and Providence Car Park, seconded by Cllr Pratt.

**RESOLVED:** Risk Assessments will be carried out Station House, Council Office and Providence Car Park.

**ACTION:** Temp Town Clerk to organise contractor to carry out risk assessments.

Cllr Pratt to speak with Essex County Council regarding the future of the Station House.

## **23 CLOSURE OF THE MEETING**

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

Meeting closed at 9.30pm.