



**Councillor Vanessa Bell, Town Mayor**

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**CM0 8JA**

13 July 2021

**ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL**

Dear Sir/Madam,

**TOWN COUNCIL MEETING**

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 20<sup>th</sup> JULY 2021 at 7.30pm.**

Members of the Public and Press are welcome to attend the Meeting.

Supporting documentation for Agenda Items held in the public session of this Meeting will be available via the Council's website.

Members of the Public and Press are welcome to attend the Meeting. Anyone so wishing must express their interest to join the meeting to the temporary Town Clerk at [office@burnhamtowncouncil.com](mailto:office@burnhamtowncouncil.com) by 9.30 am on Monday 19<sup>th</sup> July 2021 at the latest.

**Please do not attend this meeting if you have a fever and a cough or flu like symptoms. Please use the hand sanitiser as you enter the building.**

Face coverings are encouraged to be worn. The temporary Town Clerk will keep a register of all attendees to allow for 'Track and Trace' should the need arise.

Yours faithfully

*Joanna Jeffery*

Joanna Jeffery  
TEMPORARY TOWN CLERK - 13 July 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.

# 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 CO-OPTION**

**Members are requested to receive written applications for the office of Town Councillor and co-opt candidates to fill two vacancies in the North Ward.**

Candidates have completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79). Forms have been returned to the Temporary Town Clerk by the prescribed deadline (13<sup>th</sup>. July 2021).

Eligible candidates will be invited to attend the meeting and speak for a maximum of five minutes. Candidates will be asked to introduce themselves, give a resume of their background and experience, and explain why they wish to become a member of the Council. The process will be carried out in the public session. Following candidates' submissions, the Council will proceed to a vote.

## **4 TOWN MAYOR'S ANNOUNCEMENTS**

To receive the Town Mayor's announcements.

## **5 MINUTES**

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 15<sup>th</sup>. June 2021 and the Extraordinary Meeting of the Town Council held on Monday 28<sup>th</sup> June 2021.

## **6 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 15<sup>th</sup> June 2021, Monday 28<sup>th</sup> June 2021 and Tuesday 6<sup>th</sup> July 2021.

## **7 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

## **8 TOWN CLERK'S REPORT**

To receive the Clerk's Report and pass any Resolutions and Orders as necessary.

- a) Clocktower Update
- b) Election, a cost of approximately £1300 has been incurred following the call of an election in the North Ward on 6<sup>th</sup> May 2021, no candidates came forward for this vacant seat.
- c) Town Sign update

## **9 DIARY DATES**

### **10 CO-ORDINATORS' REPORTS**

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Calver
- Environment – Councillor Donnelly

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

### **11 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports.

### **12 ESSEX COUNTY COUNCILLOR'S REPORT**

To receive the Essex County Councillor's report.

### **13 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive Town Council representatives' reports.

### **14 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for July 2021 and to agree a transfer of funds to meet the Town Council's financial requirements.
- b) To note the comparison of actual to budgeted payments and receipts to July 2021.
- c) To receive the bank reconciliations.

### **15 GRANTS AND DONATIONS**

No requests have been received for this Meeting.

### **16 CASUAL VACANCY**

To receive an update from the Temporary Town Clerk

To resolve that the Town Council co-opt to fill the vacant seats in the South and North wards of the town and that the notice of co-option be published for a period of twenty-eight days.

### **17 ALLOTMENTS**

To receive an update from the temporary Town Clerk.

### **18 CHRISTMAS LIGHTS**

To receive a report from the temporary Town Clerk and Councillor Kelvin Coles.

All members have received a copy of the quotation for column upgrades and Christmas lights.

Members to consider and determine the above.

## **19 QUESTIONS FROM THE ANNUAL TOWN MEETING**

To receive questions brought forward from the Annual Town Meeting.

1. Annually, Burnham-on-Crouch Town Council shall produce a report on the Policy implementation status of the Neighbourhood Plan, including a complete schedule of all completed, in progress and outstanding projects and their funding status. The report shall include narrative on how each delivered project has specifically benefited the town. This report shall be specifically voted upon at future Annual Town Meetings.

2. All increases in the Town's Precept above inflation (RPI) + 1% point shall be put to a referendum of local residents, save where the increase is due to a specific project or programme of activity which was demonstrably evident and specifically costed in a majority of members' pre-election manifesto commitments, or forms part of the made Neighbourhood Plan's costed implementation strategy.

3. Except where restricted by closed session, all documents presented to, or discussed at, meetings of the Town Council shall be made available to the public in advance of the session, or, for items received at short notice, within 2 business days thereafter on the Council's website.

## **20 WEBSITE ACCESSIBILITY**

To discuss report from website provider and pass any resolutions, as necessary.

## **21 HEALTH AND WELL BEING**

**Proposal from Cllr Munford that Burnham Town Council convene a Health and Well Being Working Group.**

Including in the first instance developing Terms of Reference and membership for Town Council Approval.

- Scoping the work and bringing an initial report to the Town Council

## **22 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).

## **23 DATE OF NEXT MEETING**

**Members to note the following: 21.09.21: 19.10.21: 16.11.21: 14.12.21**

## **24 SUMMER RECESS – DELEGATION OF AUTHORITY 21 JULY TO 6 SEPTEMBER 2021**

To resolve that "authority be delegated to the Town Clerk, to act in the absence of Town Council, Committee and Sub-Committee Meetings, in consultation with the Town Mayor, Deputy Town Mayor and such other Town Councillors as may be necessary, in all matters except those specifically reserved by Statute for determination by the Town Council".

## **25 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.

## **26 STAFFING MATTERS**

To receive an update.

**27 BANKING ARRANGEMENTS**

To receive an update on day-to-day administration.

**28 CLEANING THE QUAY**

To consider and determine quotes received for cleaning the quay.

**29 CLOSURE OF THE MEETING**

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