



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 20TH JULY 2021 AT 7.30pm AT THE CHAMBERE HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Present: Councillors V. Bell (Town Mayor), B. Calver, J. Donnelly, M-A. Munford, and K. Coles.

In Attendance: J Jeffery Temporary Town Clerk.

77 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wendy Stamp.

78 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.

79 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 (13th 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.

RESOLVED: - that Paula Stanbury and Duncan Rawlinson be co-opted to fill the two vacant seats in the North Ward of the town. The Declaration of Acceptance of Office were completed by Paula Stanbury and Duncan Rawlinson.

Signed

Cllr V Bell Town Mayor

Date _____

80 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

Cllr Vanessa Bell Town Mayor reported that she had attended

- A dog show to present the raffle at Elmwood to raise the profile of the Dengie Dart.
- Hooves and Wheels Event at Elmwood in aid of Churches Together.
- European Cup Final at Victoria Inn.

81 MINUTES

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

RESOLVED: - That the minutes of the Meeting of the Town Council held on Tuesday 15th June 2021 and the minutes of the Extraordinary Meeting of the Town Council held on Monday 28th June 2021 be confirmed and signed.

82 PLANNING COMMITTEE MINUTES

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

RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Tuesday 15th June, Monday 28th June and Tuesday 6th July be duly received.

83 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

There was no public participation.

84 TOWN CLERK'S REPORT

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

- a) Clocktower Update, the Temporary Town Clerk informed that the clocktower is now chiming again.
- b) Election, a cost of £1454 has been incurred following the call of an election in the North Ward on 6th May 2021, no candidates came forward for this vacant seat. The Temporary Town Clerk informed that Maldon District Council had advised of the charges, however, Members informed that no poll cards had been delivered. The Temporary Town Clerk will speak with Maldon District Council to investigate.
- c) Town Sign update, the Temporary Town Clerk informed that although contact had been made with Tillingham Village Council to request details of their sign maker, this was made around twenty years ago. Cllr Coles informed there was a sign maker in Burnham, the Temporary Town Clerk will liase with Cllr Coles to obtain information. Cllr Calver advised that Tracey Saunders designed the original sign, Members agreed to ask Tracey Saunders to revisit and update the sign.

85 DIARY DATES

86 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
- Highways – Councillor Calver

Signed

Cllr V Bell Town Mayor

Date_____

Cllr Bell proposed Cllr Calver draft a letter to Essex County Council regarding concerns re South Woodham – Burnham Road, seconded by Cllr Munford.

Cllr Calver to write to Highways expressing road safety concerns.

Cllr Calver proposed a risk assessment is carried out to Providence Car Park, seconded by Cllr Bell.

It was informed that parents whose children attend St Mary's school do have the option to park in St Mary's Church.

Cllr Bell advised South East Essex Parking Partnership have successfully rolled out ThreePR, Cllr Calver will pursue for details.

- Environment – Councillor Donnelly

Members are requested to pass any Resolutions as necessary.

RESOLVED: A risk assessment will be carried out at Providence Car Park.

ACTION: Temp Town Clerk to liaise with Admin Assistant to organise a risk assessment to be carried out at Providence Car Park.

Cllr Calver to write to Essex County Council and Highways.

87 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

District Councillor Bell advised that the refreshment concession in Riverside Park has been met with a good response.

There is a meeting of South East area Planning Committee on Wednesday 21st July 2021 in Maldon, Cllr Bell will be pushing for the return of South East Area Planning Committee to be held in Burnham.

88 ESSEX COUNTY COUNCILLOR'S REPORT

To receive the Essex County Councillor's report.

No report.

89 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

Cllr Calver advised he had informed Burnham Week committee that talks were ongoing with Essex County Council to obtain the banner licence.

Cllr Calver informed that fireworks will be going ahead this year.

A cocktail party is to be held and a list of attendees needs to be compiled. Cllr Calver proposed a donation of 50% of the cost or £500, whichever is lower, seconded by Cllr Coles.

Crouch Harbour Authority – Cllr Calver advised that the ladder is in poor condition and that dredging also needs to be carried out by the town steps. Cllr Rawlinson will contact the lifeboats to see if an operation can be carried out to investigate further.

90 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. **Noted.**

b) To note the comparison of actual to budgeted payments and receipts to July 2021. **Deferred.**

c) To receive the bank reconciliations. **Deferred.**

91 GRANTS AND DONATIONS

No requests have been received for this Meeting.

92 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. **Noted.**

93 ALLOTMENTS

To receive an update from the temporary Town Clerk.

The Temporary Town Clerk informed that an email has been sent to Bawtrees informing them that the service is unsatisfactory and should no further update be given, Burnham Town Council will start the complaints procedure.

94 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.

Members were presented with costings, it was felt by all that it was too expensive to enter into a three year contract.

Cllr Bell proposed providing a revised smaller project, seconded by Cllr Cavler.

Cllr Bell proposed giving the working group delegated powers this was seconded by Cllr Rawlinson.

RESOLVED: delegated powers have been given to the working group.

A smaller more cost efficient proposal will be brought to a future meeting.

ACTION: Working group to revise the project.

95 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.

Cllr Bell gave apologies to Mr Gilmore for the length of time to reply.

- 1) This needs to be addressed by Neighbourhood Plan Working Group. Cllr Calver will work with the Temporary Town Clerk to draft a response.
- 2) The budget is prepared using projected costings for the coming year, the precept is then set as a result of the budget.
- 3) Cllr Bell confirmed this should not be happening but work load has currently restricted this.

96 WEBSITE ACCESSIBILITY

To discuss report from website provider and pass any resolutions, as necessary. Defer to next meeting.

97 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

Cllr Calver asked Cllr Munford to give some thought to any budget that might be needed.

Cllr Munford proposed the attendance of a representative from Burnham Surgery at the September Town Council meeting, seconded by Cllr Bell.

RESOLVED: A representative from Burnham Surgery to attend September 2021 meeting.

98 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).

None.

99 DATE OF NEXT MEETING

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

100 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".

Cllr Calver also asked for the Temporary Town Clerk to be added as an amendment. Proposed by Cllr Coles, seconded by Cllr Calver.

RESOLVED: Delegation of Authority for the period 21st July 2021 to 6th September 2021.

101 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 Bell, seconded by Cllr Calver.

102 STAFFING MATTERS

To receive an update.

The Temporary Town Clerk gave an update.

103 BANKING ARRANGEMENTS

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

Cllr Calver proposed authority be given to the Temporary Town Clerk to be included in the banking arrangements for Unity Trust Bank, to assist with day to day tasks, seconded by Cllr Bell.

Temp Town Clerk to progress the addition of Cllr Bell as a signatory.

RESOLVED: Temp Town Clerk is authorised to accessd Unity Trust Bank to assist with day to day tasks.

ACTION: Temp Town Clerk to progress addition of Cllr Bell to mandate.

104 CLEANING THE QUAY

To consider and determine quotes received for cleaning the quay.

Deffered.

105 CLOSURE OF THE MEETING

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

The meeting was closed at 9.29pm.