



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 21st FEBRUARY 2023 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 4 members of the public.
Present: Councillors B. Calver (Town Mayor), D. Rawlinson, , J. Donnelly,
(meeting commenced at 7:45pm)

245 APOLOGIES FOR ABSENCE

No Apologies received.

246 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.

247 CO-OPTION

A point of order was raised by a member of the public regarding resolutions passed at previous meeting held 14th February 2023. The Mayor determined to proceed with the co option process.

1 application has been received and reviewed.

3 Questions were presented to the applicant and a recorded vote was taken.

3 Votes for and 1 abstained

Cllr Calver signed her declaration and was welcomed into the meeting.

248 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Question 1 – Is there a maximum amount allowed to be kept in account at any one time? Chief Officer to clarify amount. A letter was emailed as per the below.

The simple answer here is no, however if the total of all reserves (earmarked and uncommitted) is greater than twice the precept, the council will be required to explain its reserves as part of the annual audit process. It can be highlighted that there is an excessive general reserve but the final decision rests with the council.

Example for BTC 2022/23

BTC precept £198,390.00

Earmarked £111,869.87

Uncommitted £179,278.79

Total £291,148.66 (less than 2 x the annual precept)

Signed

Councillor Bob Calver (Town Mayor)

Question 2 – regarding co-option. Is there an opinion that people want to move Burnham over to Maldon and are there any plans for that?

If we do not get enough candidates to stand in May, the Councillors from District will stand in to ensure the council remains quorate, however, the current vacancies will remain open for co-option.

Question 3 – There have been thoughts that Councillors' opinions were not listened to and this maybe why people do not want to stand, do you believe this to be the case?

If Councillors are consistently not happy with the decisions made they may decide to resign from the council, However decisions are made by majority vote.

Question 4 – Does the council and the Mayor think it is acceptable that changes to the financial payments is only put out 2 minutes before the meeting?

In order to ensure the council conducted its proper business and payment of invoices in good time we refer to (LGA 1972 Schedule 12) (b) by reason of special circumstances, which shall be specified in the minutes, the chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

Question 5 – Why has the item for Public Forum been removed from the agenda which was a previous resolution?

Council have reviewed previous agendas and several sets of minutes but are unable to identify a resolution passed in this respect.

On that basis this will be added as an item to the upcoming agenda to allow members to discuss, review and pass resolution.

In the meantime public participation will remain at the beginning of the meeting to allow for comments on agenda items to be considered for decision making.

Question 6 – How can the public ask questions when there is not enough information on the agenda i.e update from Chief Officer or Deputy Mayor.

Where the phrase 'an update from the Chief Officer (or similar)' is used it is a convention that the Council has used for a considerable time when the issue needs explanation or for new facts to be furnished to members in order that the business can be progressed. The explanatory material can not always be accommodated in the limited space available on an agenda, however The council will endeavour to explain in brief where possible to ensure there is sufficient information to allow for public participation.

249 CHIEF OFFICERS REPORT

- Pill box benches – Repaired and complete.
- Harbour bench – repaired and complete.
- Additional benches – Town Warden to take a look at all benches and write a report to bring to the next meeting.
- IT updates – additional equipment installed and complete.
- Website – content update and compliance is ongoing.
- Chamber microphones – microphones are not working within the Chamber, these are used at the South East Planning meetings. Options have been explored and quotes will be provided at the next meeting.
- Town Maintenance – Tree work has been completed.

Signed

Councillor Bob Calver (Town Mayor)

- Clock tower – The clock light timer has been adjusted, a note to mention the timer is manual and requires adjusting by the warden in accordance with the seasons.
- Town Signs – move to agenda item for next meeting.
- White Lines – request for council to provide Essex highways with full details of all areas that require re painting.
- Water fountain has been fixed and has made an impact for local residents – Chief officer to clarify if the water is recirculated or from a fresh supply.
- Dementia Garden, quotations required to carry out repairs to the paving area.
- Defibrulators – Council have adopted 2 Defibs 1 at office and 1 at Rio Cinema, and we regularly check and maintain them via 'The Circuit' and the first responder for Burnham. There was a recent issue where the defibs at the limes and huttons were unaccessable during an emergency. This has bought the question that perhaps the council would look to adopt the remaining defibs in the town. However this is a complicated process as there is multi ownership. All units are showing as on line and ready for use, any individual concerns can be taken up with either 'The Circuit' or the Ambulance service who are responsible for issuing the access codes in the event of an emergency.
- Burnham in bloom – to be moved to an agenda item for further discussion.
- Community beat surgery – first was held on the 21st February and was attended by residents, the police and the CET. This was well received and will be ongoing on a monthly basis.
- Chamber hire – no current bookings following the cancellation of the Dengie Earth matters group.
- Legislation and updates – there are funding sources available should the council wish to bring any projects forward please see the Chief Offier.
- Waste and recycling – booking system is being bought into effect in March, if residents come to Cllrs with questions in relation to the booking system the Chief Officer will collate and pass to Maldon District.
- Levelling up – Chief officer has met with the Library to join up in the services provided and how the council can help promote and assist with marketing events. Chief officer to request the Library staff come and present to the council what services they offer.
- Rural engagement team, are working to reduce crime in rural communities and will be attending agricultural shows to encourage people to report crime within the rural community.
- Neighbourhood policing week, community police officers and PCO's are meeting with local resident groups and schools and making a presence post covid and reaching out to residents.
- 2023/24 budget has been published by ECC and is available to view on the webiste.
- Highway code changes – the changes have been in for a year and there is a general push to make sure that everyone is aware of the changes around horses and cyclists.

250 DIARY DATES

Diary dates circulated.

Mention of the Civic Awards ceremony which is taking place on 24th February 2023.

Mention of the Civic Reception taking place on 12th March to bring together all the local parishes and heads of service.

Signed

Councillor Bob Calver (Town Mayor)

251 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- **General Purposes** – Nothing to report.
- **Highways** – Cllr Rawlinson requested to stand down as co Ordinator due to time constraints. It was agreed that an out of meeting discussion will take place to determine way forward.
- **Environment** – Nothing to report.
- **Health and Wellbeing** – Nothing to report.

252 DISTRICT COUNCILLORS' REPORTS

Cllr Stamp – District council are sitting on the 22nd and will set the budget.

Purda starts 13th March Request for Council to put posters up to help people understand the process and encourage people to stand.

District council elections are 4th May. Any queries can be directed to the elections officer for Maldon and or the Chief Officer.

Corporate plan is on the agenda for 22nd along with a large number of motions to discuss.

253 COUNTY COUNCIL REPRESENTATIVES' REPORTS

It was noted from Cllr Stamp that a resolution was passed in May 2021 that a county council report does not need to be presented. All items are provided throughout the month via the County Councillor.

254 REVIEW OF POLICIES

Proposal from Cllr Rawlinson to set up a working group to review all policies and to include any that we do not have.

Cllr Donnelly, Chief Officer, and Cllr Rawlinson to form the working party.

Working party to bring back to council a report on progress and programme for when policies will be reviewed in order of importance.

255 ACCOUNTS AND TRANSFER OF FUNDS

Agree the reconciliations of accounts from April 2022 – January 2023.

DEFERRED - 2 Councillors to go through and report back to next council meeting.

Transfer of funds for February 2023, additional payments added to ensure council business is conducted and to meet with financial obligations.

AGREED.

Comparison of actual to budgeted payments.

Chief Officer proposed redefining the codes and reducing the number of coded items for next financial year.

AGREED.

Banking Mandates – mandates have been updated to ensure only current councillors and members of staff have active powers.

Cllr Rawlinson requested we have an additional signatory added to fall in line with our financial regulations and proposed Cllr Donnelly.

AGREED.

Cllr Rawlinson requested we have an additional office administrator included on to the mandate to cover any office absences.

AGREED

Signed

Councillor Bob Calver (Town Mayor)

256 FINANCIAL PRE AUDIT

A meeting was held with our internal auditor and it was agreed that the spreadsheets and finance reports that have been produced by the current Chief Officer are considered acceptable to present for AGAR and Audit purposes.
Cllr Rawlinson proposed a full mid term audit be carried out, and a cost will be brought to the next meeting by the Chief Officer.
AGREED

257 GRANTS AND DONATIONS

No Applications received.

258 STREET TRADER

There is no licence required for a temporary street trader via Maldon District. Council are curious as to what is being sold and request that further information be brought to the next meeting. Chief Officer to make contact with the seller and suggest the council cannot endorse the items for sale and suggest they clarify with Essex county council if planning is required for the setting up of a pitch on a public highway.

259 COMMUNITY FRIDGE

Burnham were not successful in obtaining the funding for the fridge. The Chief Officer to write to ECC and ask for the reasoning. There is currently no location for the fridge to be sited. Council has earmarked funding from the Health and Wellbeing budget. Cllr Donnelly suggested siting the fridge at the council offices, however there are still discussions are still taking place with Churches together to bring the food bank to Burnham, Council resolve to await confirmation of those discussions before progressing forward.

260 KINGS CORONATION

Maldon Town council is looking to do 'picnic in the park' with the inclusion of a big screen to watch the coronation.

Cllr Donnelly is keen to start a working party to start to organise the Burnham celebrations, along side the Chief Officer.

Chief Officer to start the process of getting costings for a big screen and bring to the next meeting and if any funding is available from Maldon District.

Churches together are holding a volunteers day on the 7th as a come and meet the local groups and if you wish sign up.

261 COMMUNITY ENGAGEMENT

There has been much more engagement from the team, who are now signing in and having discussions with the chief officer prior to carrying out their patrols and focusing on areas that have been highlighted by the public.

262 DATES OF NEXT MEETING

Planning meeting 28th February 2023

Full council meeting 14th March 2023

Signed

Councillor Bob Calver (Town Mayor)

263 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.

264 PRIVATE BUSINESS

Staffing Matters – Confidential report discussed
Allotments – Confidential report discussed
Station house – confidential report discussed
Uniform purchase – confidential report discussed

265 CLOSURE OF THE MEETING

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

DRAFT

Signed

Councillor Bob Calver (Town Mayor)