



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON MONDAY 15th FEBRUARY 2022 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Present: Councillors B. Calver, M-A. Munford, W. Stamp, P. Stanbury, D. Rawlinson, K. Wilson, D. Carter and K. Coles.

In Attendance: J Jeffery Temporary Town Clerk

223 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bell.

224 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 W.Stamp – Non Pecuniary – Essex County Councillor and Maldon District Councillor

Cllr J. Donnelly – Non Pecuniary – Providence Car Park

Cllr D. Rawlinson – Non Pecuniary – Kings Wharf Jetty

Cllr M. Munford – Non Pecuniary – Kings Wharf Jetty

225 TOWN MAYOR'S ANNOUNCEMENTS

No announcements were made.

226 MINUTES

To confirm and sign the Minutes of the Statutory Meeting of the Town Council held on Monday 24th January 2022.

RESOLVED: DEFER TO NEXT MEETING.

227 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meeting held on Monday 24th January 2022.

RESOLVED: AGREED.

228 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No questions from the public and press were received.

229 TOWN CLERK'S REPORT

The Town Clerk reminded all Members to familiarise themselves with Financial Regulations and Standing Orders.

The Town Clerk informed all Members that a replacement door is required for the Clock Tower, Cllr Stamp proposed that work is carried out to replace the door, seconded by Cllr Wilson.

RESOLVED: REPLACEMENT DOOR TO BE FITTED TO CLOCKTOWER.

230 DIARY DATES

Circulated.

231 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp
Cllr Stamp proposed authorising The Computer Centre to undertake the Microsoft Licence, seconded by Cllr Rawlinson.
- Highways – Councillor Rawlinson
Cllr Stamp proposed that Members support a Local Highways Panel application for a Give Way sign at the junction of Mill Road/Stoney Hills, seconded by Cllr Rawlinson. Cllr Stamp will be attending a meeting of the Local Highways Panel on 10th March 2022.
Cllr Rawlinson is hoping to arrange a meeting with South East Essex Parking Partnership.
- Environment – Councillor Carter informed that an allocation of £150 has been made available from the Welcome
- Health and Wellbeing – Cllr Munford asked if the Town Council Handyman can refurbish the phone box, however it was felt by Members that the height involved may require a contractor. The Temp Town Clerk will speak with the handyman and obtain three quotes if necessary.

Members are requested to pass any Resolutions as necessary.

RESOLVED: The Computer Centre toundertake the purchase of Microsoft Licence.

Burnham Town Council will support a application to the Local Highways Panel.

232 DISTRICT COUNCILLORS' REPORTS

District Councillor Stamp informed that a proposal will be put forward to full council for a allocation of £50,000 for the Town Pontoon.

233 TOWN COUNCIL REPRESENTATIVES' REPORTS

Cllr Calver gave an update on Kings Wharf Jetty, the ownership of the foreshore is owned by Kings Wharf Jetty, the wall is maintained by the environment and Essex County Council are responsible for the repair and maintenance of the Quay.

ACTION: Agenda item for a letter to Essex County Council requesting the repair of Quay and railings.

234 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of accounts up to 11th February 2022 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 January 2022.
- c) To receive the bank reconciliations.

RESOLVED: Members agreed payment to junior litter picks £231.95 and the drawing of a cheque for £150 for Mr Sadler.

235 GRANTS AND DONATIONS

The remaining budget for 2021/22 is £2850

To discuss a donation request from Burnham Junior Parkrun.

Cllr Stanbury proposed a donation of £250 to Burnham Junior Parkrun, seconded by Cllr Wilson.

To discuss a donation request of £750 for the Essex Air Ambulance shop. Members agreed that a donation to the Essex Air Ambulance shop cannot be supported, however, should Essex Air Ambulance wish to apply for a grant, Burnham Town Council would look on this favourably.

Members are requested to consider and determine the above.

RESOLVED: A donation of £250 to be made to Burnham Junior Parkrun.

236 PROVIDENCE CAR PARK

Refer to Highways Report.

237 ALLOTMENTS

Cllr Stamp informed that the lease had now been signed.

To discuss and agree the purchase of a shed.

Cllr Coles proposed the acceptance of quote 1, seconded by Cllr Stanbury.

RESOLVED: Members accepted quote 1 for the purchase of a shed.

238 PLATINUM JUBILEE CELEBRATION

To discuss any potential celebrations.

To discuss any souvenir gifts for residents of Burnham.

To discuss the purchase of a Platinum Jubilee Bench – Cllr Stamp.

To pass any resolution as necessary.

Cllr Coles proposed an Extra Ordinary meeting to be held on 1st March 2022 to discuss the Platinum Jubilee Celebrations, seconded by Cllr Calver.

RESOLVED: Extra Ordinary meeting to be held on 1st March 2022.

239 HEALTH AND WELLBEING PLAN

Update from Cllr Munford

240 PUBLICITY

Cllr Donnelly commented that any social media should be run by the Town Clerk.

Cllr Carter informed she would like to attend social media training.

It was felt by Members that the website is the best strategy for publicity.

9.30pm Members agree to continue with the meeting.

241 CIVIC RECEPTION

Cllr Wilson gave costings for trophies.

RESOLVED: Members agreed for the purchase of engraved trophies.

242 COMMUNITY ENGAGEMENT TEAM

A brief question and answer session was had with 2 representatives from the Community Engagement Team.

Cllr Munford asked what issues concern the team and are there any other aspects of work that Burnham Town Council should consider.

The Temp Town Clerk will email the team to gather costings for financial year 2022/2023.

The Temp Town Clerk will email all Councillor's the Service Level Agreement for 2021/2022.

RESOLVED: Defer decision of allocation of hours to next meeting.

243 TOWN SIGN

To discuss and agree the purchase of town signs.

RESOLVED: Defer to next meeting.

244 NOMINATIONS FOR MALDON DISTRICT COUNCIL JOINT STANDARDS COMMITTEE.

Two nominations are sought from the district to fill two vacancies.

The committee membership period will cover the municipal year from May 2022 – May 2023.

RESOLVED: No nominations were received.

245 TALKING LAMPOST PROJECT

To pass any resolutions as necessary.

RESOLVED: Invite to next meeting.

246 LOCAL HIGHWAYS PANEL SCHEME REQUEST

To discuss and agree scheme request for a Give Way sign at Stoney Hills.

RESOLVED: Members agreed to support the request.

247 PUBLIC FORUM

A resident sent the following via email,

How and when does Burnham-on-Crouch Town Council plan to initiate a review of the prevailing Neighbourhood Plan, in the context of Maldon District Council's review of the Local Development Plan, for example, by (re-)convening or supporting the establishment of a suitably composed working group of passionate local residents? If within the current budgetary period, how much has been set aside for the initial costs involved?

RESOLVED: Cllr Calver will prepare a response.

248 DATE OF NEXT MEETING

Members to note the following: 15.03.22, 19.04.22, 17.05.22.

An informal meeting will be held on Monday 28th February 2022 @ 6pm to discuss the LDP Review.

249 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 Stamp, seconded by Cllr Coles.

250 STAFFING MATTERS

To receive a recommendation from the Staffing Committee and to pass any resolution as necessary.

Cllr Munford gave a brief update.

251 TO DISCUSS AND AGREE SERVICE LEVEL AGREEMENT FOR IT SUPPORT

RESOLVED: Cllr Coles proposed the acceptance of the service level agreement for IT support, Seconded by Cllr Wilson.

252 CLOSURE OF THE MEETING

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

Meeting closed at 10.20pm.