



## **BURNHAM ON CROUCH TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 21<sup>st</sup> JUNE 2022 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.**

Present: Councillors B. Calver (Town Mayor), MA. Munford, W. Stamp, P. Stanbury, D. Rawlinson, K. Wilson, D. Carter, K. Coles and J. Donnelly.

#### **59 APOLOGIES FOR ABSENCE**

No apologies were received.

#### **60 DECLARATIONS OF INTERESTS**

Cllr W. Stamp declared a non pecuniary interest as an Essex County Councillor and Maldon District Councillor.

Cllr J. Donnelly declared a non pecuniary interest regarding Providence Car Park, item 17.

Cllr D. Rawlinson declared a non pecuniary interest regarding the Quay Steps.

**Cllr Calver proposed moving item 18, seconded by Cllr Stamp.**

#### **61 UNITED DENGIE COUNCILS**

Update from Mr Raffery

To pass any resolution as necessary.

Mr Mark Raffery Vice Chair from North Fambridge Parish Council attended the meeting, he informed that the United Dengie Councils is a grouping of 12 councils campaigning for better infrastructure. It was suggested that there is greater influence with pressure groups. John Whittingdale MP had asked if Burnham Town Council are involved in United Dengie Councils. Cllr Munford asked why the Dengie Hundred Group of Parish Councils had not taken this on, it was reported that the group had been inactive for approx two years. Cllr Munford asked if lobbying for health care and school places would be included, Mr Raffery confirmed they would be.

It was informed that United Dengie Councils has no formal constitution at the moment and a mandate is needed from the group to act on their behalf. The position to be conveyed is on behalf of the group.

Cllr Calver proposed inclusion in the grouping, formal backing and it would be welcomed to have an active member in the steering group., seconded by Cllr Rawlinson.

Mr Raffery informed there a rep will provided an update to Dengie Hundred Group of Parish Councils meeting on 20<sup>th</sup> July 2022.

Cllr Calver Thanked Mr Raffery for his attendance.

**RESOLVED:** Burnham Town Council will join United Dengie Councils.

#### **62 TOWN MAYOR'S ANNOUNCEMENTS**

Cllr Calver congratulated everyone on the Jubilee event.

#### **63 MINUTES**

To confirm and sign the Minutes of the Meeting of the Town Council held on 26<sup>th</sup> April 2022.

To confirm and sign outstanding minutes of meetings of the Town Council held on dates to be confirmed at meeting.

**Deferred to next meeting.**

**64 PLANNING COMMITTEE MINUTES**

To receive and sign the confirmed Minutes of the Planning Meeting held on Tuesday 17<sup>th</sup> May 2022.

**Agreed.**

**65 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

To receive questions from the public and press (10 minutes allowed).

A resident has approached Cllr Stamp and Cllr Rawlinson regarding traffic on Maldon Road, speed of traffic and no pedestrian crossing. It was reported that children use the back entrance to Ormistan Rivers Academy.

**66 TOWN CLERK'S REPORT**

**67 DIARY DATES/TOWN CALENDAR**

To discuss and agree proposed Town Calendar 2022/2023.

**68 CO-ORDINATORS' REPORTS**

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp. It was commented that all decisions must be made via the Clerk and General Purposes Co-Ordinator.
- Highways – Councillor Rawlinson  
Cllr Rawlinson informed that Maldon District Council and Suez do not recommend signage for bins at Providence car park as it will promote fly tipping. The issues with the bottle bank at Providence Car Park are currently being monitored.  
Cllr Rawlinson proposed deferring opening of quotes until more quotes have been received. Cllr Stamp asked if electrical cabling could be installed. Cllr Rawlinson will ask Network Power for a quote as an option.  
A discussion was had regarding identifying potholes, location can be submitted to Cllr Stamp using what three words.  
A suggestion was made by Cllr Stamp to approach Essex County Council to work together for maintenance on the Quay. It was agreed to have a consultation of dialogue with Essex County Council for minor maintenance repairs.  
Cllr Calver will take pictures of the railings at the Belvedere and email to Cllr Stamp.
- Environment – Councillor Carter  
Cllr Carter proposed siting a storage box in the office year for litter picking equipment, seconded by Cllr Coles.  
Burnham in Bloom, Julie to write to Taylor Wimpey to provided an update for this year.  
Greater Anglia have an agreed programme of works, however Greater Anglia will be side stepping. Once the programmed works have been carried out Cllr Carter will take over with volunteers.  
Cllr Calver to write a letter to Greater Anglia.  
Cllr Stamp and Cllr Donnelly will remove the dead ivy from the library sign.
- Health and Wellbeing – Cllr Munford informed that the report has been circulated. Cllr Stanbury and Cllr Munford will review regularly. The competition is now underway.

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

**69 DISTRICT COUNCILLORS' REPORTS**

To receive District Councillors' reports.  
No report.

**70 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive Town Council representatives' written reports.

DHBUG – Coffee morning, Cllr Donnelly attended, currently the group is pushing forward with membership.

Burnham Week – Things are progressing, fireworks are expected to cost over £2000, can Burnham Town Council provide a bigger donation?

Agenda for next meeting.

Cocktail party is to be held on 26<sup>th</sup> August 2022.

River Crouch Harbour Authority – The steps are important for the town.

Costal Community Tea, - more people are using the river, greater awareness is needed for the safety of the swimmers.

Cllr Calver will obtain costings for sampling of the water for the river.

It was reported that the pontoon is beyond economic repair, there was a press release from Maldon District Council on 16<sup>th</sup> June 2022.

Carnival Committee – The committee would like to use the chamber/office from 10am to 10pm on carnival day, it was agreed on condition it is left clean, tidy and the toilets are not blocked.

**71 ACCOUNTS AND TRANSFER OF FUNDS**

a) To approve the payment of accounts up to 20<sup>th</sup> June 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 June 2022.

c) To receive the bank reconciliations.

**AGREED**

**72 ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22**

All Members have received a copy of the reports on:

a) Members to note the annual internal audit report for 2021/22.

b) Members to consider the Annual Governance Statement (review of the effectiveness of the system of internal control) and approve, by Resolution, section 1: The Annual Governance Statement, of the Annual Governance and Accountability Return for 2021/22. The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement

c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2021/22. The Chairman and the RFO of the Meeting will sign the Accounting Statements.

d) Members to note that arrangements will be made for the publication of information required by Local Audit and Accountability Act 2014 Sections 26 and 27 of the Accounts and Audit Regulations 2015 (SI2015/234), including the period for the exercise of public rights.

**RESOLVED: It was agreed to ask PKF Littlejohn to ask for an extension.**

**73 CIVIC RECEPTION AND SERVICE, CIVIC AWARDS EVENING, REMEMBRANCE SERVICE 13<sup>th</sup> NOVEMBER 2022, AND TOWN CAROL SERVICE.**

Proposed date for Town Carol Service Sunday 18<sup>th</sup> December 2022 @ 6pm.

To discuss and agree dates and budgets.

To discuss and pass any resolutions as necessary.

It was agreed to ask Churches together to provide the Town Carol Service. The invite will be to either just the meal or service and meal.

Civic Awards, date to be confirmed.

**Cllr Calver proposed acceptance of events, seconded by Cllr Wilson.**

**RESOLVED: Events to be held during 2022 agreed.**

**74 CHRISTMAS LIGHTS**

To discuss and consider quotation received for Christmas lights and infrastructure.

To discuss potential date for lights switch on and Christmas Tree lighting.

**Members are requested to consider and determine the above.**

Cllr Coles informed that a quote had been received for 3 year hire of £5225 plus vat per year, £2100 plus vat for infrastructure and £300 plus vat for stress testing.

Cllr Calver proposed acceptance of the quote, basic package. Extra icicles if permission given from residents at the Clock Tower. Cllr Coles will enquire what additional lights can be achieved for £5000, seconded by Cllr Coles.

**RESOLVED: Members agreed to accept the quote for christmas lights.**

**75 GRANTS AND DONATIONS**

To discuss potential press release.

**Members are requested to consider and determine the above.**

It was agreed that Cllr Calver would issue a Press Release in the Mayor's Words in the Focus, outlining application process.

**76 PROVIDENCE CAR PARK**

Update on works specification and quotations.

This item is currently out to quotes as three quotes are needed.

**77 UNITED DENGIE COUNCILS**

Update from Mr Raffery

To pass any resolution as necessary.

See above.

**78 HEALTH AND WELLBEING PLAN**

Update from Cllr Munford

**79 MALDON ROAD PROPOSAL**

Discussion request from a resident. Cllr Rawlinson to update.

To discuss and pass any resolution as necessary.

Cllr Rawlinson commented that more and more residents are using the road. It was informed that 32 tickets have been issued for careless driving. A Local Highways Panel request can be filled out but needs to be signed by a Essex County Councillor.

Cllr Rawlinson proposed approaching the Local Highways Panel to investigate the need for a feasibility study for a pedestrian crossing. It was informed that next Local

Highways Panel meeting has been delayed, Burnham Town Council to ask Local Highways Panel to add to the agenda.

It was reported that Burnham Town Council does not qualify for a speed camera.

It was reported that Church Road crossing was funded by the wind farm. Resident letters to support the application would be welcomed.

**80 SUMMER SWIMMING**

Cllr Stamp to update

To discuss and pass any resolution as necessary.

**RESOLVED: Cllr Stamp proposed a donation of £2600, seconded by Cllr Donnelly.**

**81 WEBSITE**

Update from Councillor Wilson.

This item is currently out to quotes as three quotes are needed.

**82 PLATINUM JUBILEE**

Reflection/discussion of events held.

Cllr Stamp commented that in future a Proper Officer present, Cllr Calver commented that events need a project manager, however two events had been well attended.

**83 PROJECT SUGGESTIONS**

To discuss projects for coming year, delivery, responsibility and resources.

**To discuss and pass any resolution as necessary.**

**DEFFERED**

**84 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 (10 minutes allowed).

**None.**

**85 DATE OF NEXT MEETING**

Members to note the following: 19.07.22.

**86 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.

**So proposed by Cllr Calver, seconded by Cllr Stamp.**

**87 STAFFING MATTERS**

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

**88 CLOSURE OF THE MEETING**

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

Meeting closed at 10.50pm.