



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 27th SEPTEMBER 2022 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

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

120 APOLOGIES FOR ABSENCE

To receive apologies for absence.

121 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 Interest – Maldon District Council and Essex County Council.

Cllr Rawlinson – Non Pecuniary - Environment Agency.

122 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.

Cllr Calver gave the following report.

My report is obviously dominated by the death of Her Majesty Queen Elizabeth the second. I would like to Thank Councillor Rawlinson as Deputy Mayor, Councillor Stamp and Joanna and Kassie in the office for their support and help in the activities necessary such as manning the office for the signing of the book of condolence and organising flowers. I was greatly privileged and honoured to read the proclamation announcing the accession of King Charles the third and there was a large turnout to hear me on the steps of the War Memorial. I also attended the service of commemoration and thanksgiving at St Mary's where I was supported by Councillor Rawlinson and we were joined by our MP John Whittingdale and Councillor Stamo as our Essex County Councillor. The church was packed and the Reverend Suzie Fryer led a service that was both solemn and uplifting.

Going back to more ordinary matters, recess was a busy period even though I was on holiday for two weeks. Burnham Week was a great success and it was good to see the races and the vibrancy the event brings.

Signed

Councillor Bob Calver (Town Mayor)

The first event of Burnham Week was the cocktail party on the Friday at the Burnham Sailing Club. I got two for the price of one as I opened the Art Club's exhibition in the Museum before going upstairs to the party.

On the Sunday I attended the blessing of the Lifeboat although I attended as a private individual. As an ex-crew member, Cllr Rawlinson was a more appropriate official council representative as Deputy Mayor, and because of a close connection, Cllr Rawlinson also stood in for me at the Fire Station open day.

On the Wednesday I enjoyed the Pimms Party at the Corinthian and the dinner following sharing a table with the Deputy Lord Lieutenant, Wing Commander Glenn Mayes when I was surprised to find out that there are between 50 and 60 Deputy Lieutenants in Essex at any one time.

The Friday I attended the Open Day and 40th Anniversary celebration of the U3A and it was encouraging to see so many exciting and rewarding activities are available in Burnham for those of us in later years. That evening I was a guest at the Burnham Sailing Club Commodore's Cocktail party.

On the Saturday I presented the Town Cup at the Royal Burnham and then went onto the Corinthian for the Prize Giving Dinner.

But I'm glad to say Burnham had not finished its lively programme of events because the Carnival took place – this time with a procession which did not happen last year. On Carnival Day I crowned the Carnival Queen in the morning, presented the trophy for the 999 races and had tea with the Carnival Queen at the Corinthian. I watched the procession and was pleased to salute the Carnival Queen and Court as she passed.

One item of note for August is that our Town Clerk of long standing, Sarah Grimes, left the council and I am sure we all wish her well and say Thank you for her help, guidance and service over the years.

123 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 19th July 2022.

AGREED.

RESOLVED: Cllr Calver duly signed the minutes of the meeting held on 19th July 2022.

124 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 19th July 2022 and Tuesday 6th September 2022.

RESOLVED: Agreed.

125 STAFFING COMMITTEE MINUTES

To receive and agree the signed minutes from the Staffing Committee for noting, 29th July 2022 and 6th September 2022.

ACTION: Defer to next meeting.

Signed

Councillor Bob Calver (Town Mayor)

126 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No public participation.

127 TOWN CLERK'S REPORT

To receive the Clerk's Report and pass any Resolutions and Orders as necessary. Remembrance Sunday – Rayleigh Brass has been booked, Road Closure has been applied for, Wreaths have been ordered, PA System has been booked. The Temp Town Clerk informed that the Community Engagement Team usually assist with the road closure, but unfortunately they no longer can offer this service. Members agreed that the Office Admin will source alternative quotes for security.

Office Admin staff will liaise with the new owners of Dairy Cabin for electric supply assistance.

Office Admin to send invites and print 200 hymn sheets.

Christmas Tree Switch on will take place on 4th December 2022, with Father Christmas in attendance.

Cllr Calver will write to Churches Together for hymn sheet details.

128 DIARY DATES

Office Admin to circulate tomorrow.

129 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp has approved expenses associated with Her Majesty's death.
- Highways – Councillor Rawlinson informed parking remains an issue. During July 2022 Trucam carried out three patrols resulting in 24 Offences. In August, Trucam carried out 2 patrols resulting in 54 offences.
- Environment – Many fly posters are appearing around the town, Temp Town Clerk will contact Community Engagement Team for assistance to remove. Cllr Calver will contact Greater Anglia to discuss the proposal of funding to maintain the embankment as it was felt unfair to use tax payers money to maintain railway land. Cllr Claver will write to request a site meeting to discuss the embankment and Station House.

Members are requested to pass any Resolutions as necessary.

130 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

Cllr Stamp spoke about the loss of the five year land supply, there have been many hostile approaches for development. A working group has been set up to look at the methodology of land supply, the process of Planning Policy Team regarding land and suitability is being questioned.

131 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

25th October 2022 @ 1pm, Bus Users Group AGM

23rd November 2022 Dengie Hundred Group of Parish Councils Quiz Night.

Signed

Councillor Bob Calver (Town Mayor)

Burnham Week & Carnival Committee, it was informed that the Community Engagement Team will no longer assist with putting the banners up, someone with a Banksman Certificate is needed.
An email update is due from the Solicitor regarding the allotments by the end of week.
Next agenda item under exclusion of press and public for update.

132 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for September 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 September 2022.
- c) To receive the bank reconciliations.

**ACTION: Bank mandates to be updated.
Photocopier details, contract details and lease to be brought to next meeting.**

133 IT EQUIPMENT/INTERNET PROVIDER

To discuss the provision of equipment, upgrade for office and to safeguard against cyber-attacks/hackers.

To discuss and pass any resolution as necessary.

Cllr Coles proposed acceptance of quotes 1091, 1096 and 1097, seconded by Cllr Stamp. Recorded vote 5 for, 1 against.

RESOLVED: Members accepted quotes 1091, 1096 and 1097.

134 GRANTS AND DONATIONS

To discuss request from Carnival Committee for £2100.00.

Cllr Calver proposed a donation of £1,000 as agreed in the budget for 2022/2023, seconded by Cllr Donnelly.

RESOLVED: A donation of £1,000 to be made to Burnham Carnival.

135 CASUAL VACANCY

To receive an update from the Temporary Town Clerk

No applications to date.

Cllr Wilson to promote via social media.

136 PILL BOX BENCHES

To receive an update, to discuss and pass any resolution as necessary.

Ownership of the benches remains undetermined, Cllr Donnelly informed there is a folder in the museum, Cllr Donnelly will take a look to see if there is any further information.

Cllr Stamp proposed the repair of the pill box benches, seconded by Cllr Calver.

Quotes to be brought to next meeting.

137 CCTV

Update from Cllr Stamp.

To discuss and pass any resolution as necessary.

An update of costs for identified areas is needed. Cllr Rawlinson to progress.

Signed

Councillor Bob Calver (Town Mayor)

138 THE QUAY

Update and discussion.

Maldon District Council and Cllr Scott, Essex County Council have agreed to a meeting to discuss the quay.

139 PROVIDENCE CAR PARK

Update from Cllr Rawlinson

To discuss and pass any resolution as necessary.

Agenda for next meeting.

140 COMMUNITY ENGAGEMENT TEAM

Proposal of meeting with Community Engagement Team to discuss service.

To discuss and pass any resolution as necessary.

Cllr Stamp proposed an invitation to Nicola Syder and Sue Green to attend a future meeting before the budget setting meeting. It was also proposed to hold an informal evening meeting to discuss provision of services, seconded by Cllr Rawlinson.

141 WEBSITE

To update and discussion.

To discuss and pass any resolution as necessary.

It was agreed to obtain a quote from current support to bring the website upto date and compliant, quote also to include training for officers and on going support.

142 CODE OF CONDUCT

To discuss adoption of new Code of Conduct.

To discuss and pass any resolution as necessary.

RESOLVED: Burnham Town Council adopted the new Code of Conduct.

143 KINGS CORONATION

To discuss any necessary preparations.

To discuss and pass any resolution as necessary.

It was felt this should be office led and a working party formed. A budget can be brought to the November meeting for consideration.

144 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.

145 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.

RESOLVED: So proposed by Cllr Stamp, seconded by Cllr Rawlinson.

146 STAFFING MATTERS

To receive an update.

Signed

Councillor Bob Calver (Town Mayor)

It was agreed that the Chief Executive Officer will carry out Town Warden Interviews, there will be a probationary period of six months with a performance review after three months.

147 DATE OF NEXT MEETING

Members to note the following: 18.10.22: 15.11.22: 13.12.22

148 CLOSURE OF THE MEETING

To close the Meeting having considered and determined all items of business.
Meeting closed at 10pm.

DRAFT

Signed

Councillor Bob Calver (Town Mayor)