



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 18th OCTOBER 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.

149 APOLOGIES FOR ABSENCE

To receive apologies for absence. None

150 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 Rawlinson – Non Pecuniary - Environment Agency.

151 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.
Cllr Calver attended the Rotary Club 10km Run.

152 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 27th September 2022.

RESOLVED: Defer to next meeting.

153 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 27th September 2022.

RESOLVED: AGREED.

154 STAFFING COMMITTEE MINUTES

To receive and agree the signed minutes from the Staffing Committee for noting 7th October 2022.

ACTION: Defer to next meeting.

Signed

Councillor Bob Calver (Town Mayor)

155 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

No public participation.

156 TOWN CLERK'S REPORT

The Town Clerk was not in attendance - nothing to report.

157 DIARY DATES

Circulated.

158 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Councillor Stamp visited The Station house requesting a re-opening needing a clean up/decorating/PAT testing. Cllr Stamp also attended ECC meeting with the Youth group suggesting we start a new Youth Group. Cllr Stamp proposed this and Cllr Rawlinson - Resolved.
- Highways – Councillor Rawlinson informed parking remains an issue but have been looking into this and EV quotation circulated. During September a 7day Automatic traffic count survey was carried out and information circulated on speed limits of 30ph.
- Environment – Cllr Claver will write to request a site meeting to discuss the embankment and Station House. Suggesting that the local schools and community support help the clean up of the Station house.
Cllr Claver has also been in contact with Skippers with a couple of new areas needing work done as a result with a new quotation has been obtained. Resolve- all in favour to go ahead.
Tree works tender sent out to 3 contractors and with a result that all quotations were not satisfactory and will need to re-quote.
- Councillor Katherine Wilson to take over as Environmental co-ordinator.

159 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

With regard to the pontoon Cllr Stamp said negotiations with the environment agency are underway and MDC are looking at funding options. It was agreed that the pontoon should be free for use by Burnham-on-Crouch residents.

160 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.

Councillor Bob Claver had a meeting with the Carnival Committee requesting a change of date for the Christmas Light switch on, the committee wished for the lights to be switched on on the Saturday but councillors resolve that Lighting of the one-stop Christmas tree would remain on Sunday. An email update is due from the Solicitor regarding the allotments by the end of week.

161 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for October 2022 and to agree a transfer of funds to meet the Town Council's financial requirements. – Defer to next Council meeting

Signed

Councillor Bob Claver (Town Mayor)

- b) To note the comparison of actual to budgeted payments and receipts to October 2022 – Defer to next council meeting..
- c) To receive the bank reconciliations - Defer to next council meeting.
- d) Unity Bank mandate updated and Barclays to be updated.
- e) Cllr Wendy Stamp and new Chief Officer to arrange a meeting to discuss finance and accounts.
- f) To contact Rialtas for Training.

ACTION: Barclays bank mandate to be updated.

The current photocopier contract was discussed and provision of photocopying is to be re-quoted.

162 GRANTS AND DONATIONS

To discuss recent applications, if any. **None**

163 CASUAL VACANCY

To receive an update from the Temporary Town Clerk

No applications to date.

Cllr Wilson to promote via social media.

164 PILL BOX BENCHES

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

Cllr Wilson to gather 3x quotations for the work to be carried out on pill box benches and to bring to next meeting.

165 CCTV

Update from Cllr Stamp.

To discuss and pass any resolution as necessary.

A Meeting is being held on 11th November @ 11:30am.

166 THE QUAY

Update and discussion.

Maldon District Council and Cllr Scott, Essex County Council are to attend a site visit.

Update is awaited.

167 PROVIDENCE CAR PARK

Update from Cllr Rawlinson

To discuss and pass any resolution as necessary.

EV Charging points need looking at before a decision can be made.

ACTION: Cllr Rawlinson to organise government funding if any.

168 COMMUNITY ENGAGEMENT TEAM

Proposal of meeting with Community Engagement Team to discuss service.

To discuss and pass any resolution as necessary.

Nicola Syder has agreed the formal meeting being held 15th November and to be informed of an informal meeting being held 1st November @ 6pm.

Signed

Councillor Bob Calver (Town Mayor)

169 WEBSITE

To update and discussion.

To discuss and pass any resolution as necessary.

Deferred to next meeting.

170 NEW IT EQUIPMENT

Update on installations dates.

To contact The Computer Company asking for a quotation on broadband supply and to contact Daisy Communications for a speed check.

171 REMEMBRANCE

Discussion on necessary activities, roles and responsibilities and progress to date.

Cllr Wilson to assist with names and order of service with Jim Cousins. A poster to be made up for residents to make them aware of the service and order.

Refreshments to be held @ the Baptist Church after the service.

Office to print off 200 copies of service sheets.

Accept Security quote and brief the new chief officer on the Stewards roles.

172 CHRISTMAS ACTIVITIES

Discussion on necessary activities, roles and responsibilities and progress to date.

Cllr Kelvin Cole to assist on the Christmas tree supply @ The Limes,licencing for the Christmas tree lights and to supply Father Christmas and catering.

Chief officer and office to obtain use of power from 'One-stop', ensuring we have rubber/tape for the H&S of the cabling.

Cllr Wendy Stamp to supply/provide Selection Boxes.

Cllr Katherine Wilson to design and provide a poster for the council to print for Christmas tree light switch on.

Propose we make the Carol service on the Saturday 17th December due to the World Cup fixtures – **RESOLVED**

Cllr Wendy Stamp disagreed with this change of date.

173 PHOTOCOPIER

Discussion of current contract and options going forward.

Our current contract has expired.

New suppliers to be found and quotations to be brought to next council meeting.

174 PUBLIC FORUM

No members of the public were present

175 DATE OF NEXT MEETING

Members to note the following: 15.11.22 & 13.12.22

Signed

Councillor Bob Calver (Town Mayor)

176 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.

177 ALLOTMENTS

To receive an update.

Formal meeting being held with the committee AGM 31ST October

178 STAFFING MATTERS

To receive an update.

It was agreed we accept the Town wardens application and there will be a probationary period of six months with a performance review after three months.

179 CLOSURE OF THE MEETING

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

Meeting closed at 10:10 pm.

Signed

Councillor Bob Calver (Town Mayor)