



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 14th MARCH 2023 AT 7.30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 4 members of public

Present: Councillors B. Calver (Town Mayor), D. Rawlinson, (Deputy Mayor), J. Donnelly, P. Calver

(meeting commenced at 7:35pm)

265 APOLOGIES FOR ABSENCE

Councillor Coles.

267 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.

268 TOWN MAYOR'S ANNOUNCEMENTS - RECIEVED

Firstly a sad announcement a previous Mayor Mrs Helen Elliot has sadly passed and I ask everyone to stand for a minutes silence as a mark of respect.

A busy month Burnham Civic Awards ceremony was a great success.

ECC civic service in chemlford cathedral, which included inspiring address by the bishop of Colchester.

High Sheriffs award which recognises the contribution voulentary groups make to the wellbeing of residents of Essex.

Civic Reception celebrating the role of burnham among the wider community, and the work that we do.

269 CO-OPTION - DEFERRED

A further co option application was received however the applicant is on holiday and therefore cannot attend this meeting to go through the process.

270 MINUTES - DEFERRED

To confirm and sign the Minutes of the Meetings of the Town Council held on Tuesday 14th Feb, 21st Feb

Cllr Donnelly raised a query regarding the additional detail included within the minutes.

The recordings need to be re checked as the minutes appear to be inaccurate.

Changes advised to the Chief Officer to bring back to council at next meeting.

Signed

Councillor Bob Calver (Town Mayor)

271 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

Question 1 – Other than providing the Town Mayors announcements is the Mayor a member of the Global Mayors Forum and Do you know if Maldons Mayor is part of it and if so do you get communications from them?

Answer - The Burnham Mayor is not a member and does not believe the Maldon Mayor is a member either.

Question 2 - It is all part of the United Nations One World Government and the WHO and thought that you might be involved?

Answer – The Mayor has heard of the WHO but does not feel that a representation from Burnham is not required at this time and he is not involved. No I am not

Question 3 – The allotments, is currently under the closed session can you confirm what was discussed? shouldn't the public get to know what was talked about?

Answer - Where appropriate the item will be brought into full council for decisions to be made.

Question 4 - There was a discussion around the lease or covenance of the allotments, can you enlighten me around that?

Answer - Negotiations are ongoing and the outlook looks preferable for Burnham

Question 5 - Can you explain while that would be confidential?

Answer - Because we are engaged in discussion with MOAT housing The ownership is currently being discussed and we hope to have resolution within the next month.

Question 6 - Is MOAT housing a building company and is this something to worry about? I am concerned about the amount of building in Burnham.

Answer - There are no plans for houses to be built on the allotments so we can put your mind at rest.

Question 7 - Regarding negotiations of the rents for the allotments, is this being discussed under agenda item 30?

Answer - We are discussing updates on the the north hedge cutting, the rental will be discussed under private and confidential.

Question 8 - Will you come back to us as the committee members as to the resolution?

Answer Yes we will update you.

Question 9 - Are these the correct agendas?

Answer - A printing error occurred the meeting was paused and the correct agendas were circulated.

272 TRANSFER OF FUNDS AND COUNCIL FINANCE

a) February 2023 breakdown of bank reconciliation payments – **Deferred**.

Chief Officer to confirm query on the VAT on the training invoices and bring back to future meeting.

b) March invoices for payments – **Resolved Approved**

c) Receive comparative of actual to budgeted payments – **Deferred**. Chief Officer to confirm query on minus figures on spend to date.

Signed

Councillor Bob Calver (Town Mayor)

273 MID TERM AUDIT

Costs have not yet been received from the auditors.

274 CHIEF OFFICERS REPORT

Condition survey completed, Chief officer to collate and add photos and bring to next meeting to discuss further.

Quotations for planting received and to be circulated, Cllr Donnelly suggested consideration to the type of planting to ensure minimal maintenance. Watering can be included within the Town Wardens duties if required.

Quotations for dementia garden patio renewals not yet received.

Councillors interested in attending the Annual Meeting for EALC to let the Chief officer know, suggestion to request further attendance to this after the May elections.

275 CO-ORDINATORS REPORTS

General purpose – No reports

Higways – applications for white lining in town have been submitted to Essex County Council.

Parking is still an issue in station road. The CET team have been asked to monitor the area on their patrols.

7 parking tickets issued

37 vehicles moved on

47 speeding offences recorded in February 2023.

Environment – Cllr Donnelly reported on lowering the carbon footprint, the report is available to review, and the potential for a separate meeting to discuss each item line by line. Cllr Donnelly Proposed to register with Scatter city to get a measure of our carbon footprint and review the easy wins with a view to reconvene after the May election. Seconded by Cllr Calver.

Health and Wellbeing – No reports.

276 DISTRICT COUNCILLORS REPORTS

Nothing to report.

277 BURNHAM EVENTS

Both events have been held and were very successful.

278 PURDA

Cllr Donnelly confirmed that this is now called the Pre election period.

279 ANNUAL PARISH MEETING

Approximately 6 weeks to plan in the meeting, Chief Officer suggested week commencing the 24th April to hold the meeting. **AGREED**

280 INCUSION OF STAFF INTO THE PENSION SCHEME

Letter received from Essex Pension fund regarding the new pension deficit or introduce a new clerk into the scheme.

To be discussed in staffing committee meeting to be bought back for approval.

Signed

Councillor Bob Calver (Town Mayor)

281 REVIEW OF TOWN COUNCIL POLICY

The first policy working group was held. All policies have been looked at on a Red Amber Green process and will be reviewed in accordance with importance. It was identified that the following were the first to be reviewed.

Financial regulations,
Internet banking and
GDPR

These policies will be amended in line with current legislations and brought back to council in due course.

Cllr Rawlinson proposed to vote that we pay the registration fee to join the local council award scheme.

3 votes in favor.

282 BURNHAM IN BLOOM – RESOLVED

Meeting held with Taylor Wimpey to discuss bringing back Burnham in Bloom. It wasn't felt that there is enough councillors to take on the work required to make this a success. **Agreed to bring back in 2024**

283 FUNDING FOR BENCHES

The funding for benches was applied for in 2022 and the agreement was made to purchase benches, however the benches were never purchased and we are in danger of losing the allocated funds. Chief Officer to confirm back to Essex County Council we would like the funding and purchase the benches.

284 PUBLIC FORUM - RESOLVED

It was agreed in previous council (September 2018) that the public forum was placed onto the agenda, Agenda to be amended to include this section going forward.

285 TOWN SIGNS

The signs that have been purchased are decorative signs and not boundary signs. Placement needs to be agreed and confirmed with Highways. Chief Officer to seek further advice from Essex County Council to clarify the requirements for boundary signs.

286 CONFERENCE ROOM SYSTEM UPGRADE

The current system is being tested with Maldon to confirm clarity, following a simple re wire.

Cllr Calver requested that we approach a uk based company to carry out a site visit to review requirements and obtain 3 quotes for professional installation.

287 GRANTS AND DONATIONS

1 letter received from Citizens Advice, Chief Officer to send a grants and donations form for completion.

1 x application for a donation to support the hire of toilets for the volunteer event. It was suggested that the vote could not be counted due to non pecuniary interests by 2 members.

288 STREET TRADERS MARKET DAY - RESOLVED

Chief Officer obtained further information on what the traders would be selling, it was confirmed that the wares would be books, DVDs, sweets and general items. Agreed

Signed

Councillor Bob Calver (Town Mayor)

to remove item from future agendas on the basis that we cannot advocate or support the items for sale.

289 COMMUNITY FRIDGE

A resident suggested the possibility of look at having a community shop along side or instead of the community fridge. **RESOLVED NOT VIABLE.**

The location of the Fridge is still to be determined as is the running of it and the enrolment of volunteers to ensure the upkeep. Possible advertisement on the Citizens Volunteer service in Maldon before purchasing the fridge. Further investigation required to confirm responsibilities such as checking fridge temperatures, food hygiene licences, disclaimers.

Chief Officer to source another area which has or had a fridge to understand how they overcame the challenges.

290 KINGS CORONATION

Application for use of public space has been received, Cllr Donnelly and Chief Officer to meet to review availability and budget costs, to include for coins and a big screen for 1 or 2 nights to include the coronation and the concert.

Chief officer has joined the 'big lunch' scheme which provides assistance to support events.

Cllr Donnelly proposed an extra ordinary meeting to discuss coronation event once quotations have been received.

Cllr Calver proposed to dissolve the spend of the initial £5000 agreed budget to the Coronation working party.

291 COMMUNITY ENGAGEMENT TEAM

Relationships have improved with the team, and much more daily/weekly engagement on specific issues within Burnham.

Work is ongoing with regards to dog mess and the capture of timelines to direct future visits.

292 NOMINATIONS FROM COUNCIL TO JOIN THE STAFFING COMMITTEE - RESOLVED

Following the resignation of Cllr Stamp the staffing committee cannot sit.

Cllr Rawlinson proposed Cllr Donnelly be voted on.

4 votes in favour.

293 TOWN MAINTENANCE CONTRACTS

Council received maintenance renewal proposals from Skippers and Garwoods.

Chief Officer to bring back specifications as necessary.

294 TREE WORKS

A previous tender was carried out with regards to the cutting back of trees the council are responsible for. Chief Officer to organise quotes to make safe.

295 ALLOTMENTS - RESOLVED

To carry out the works to cut the north facing hedge which has not been carried out for over 14 years. The nesting season is now upon us and as such this may not be able to be completed until September.

Cllr Calver proposed we accept the costs seconded.

Signed

Councillor Bob Calver (Town Mayor)

296 STAFF UNIFORM TOWN WARDEN

Costs received from the uniform supplier, to be bought to the staffing committee meeting when agreed.

297 DIARY DATES

Chief Officer to include dates for co-ordinator meetings and any other such meetings taking place.

298 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.

299 PRIVATE BUSINESS

Staffing Matters – Confidential items discussed

Allotments – Moved to next meeting

Station house – Moved to next meeting

265 CLOSURE OF THE MEETING

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

Signed

Councillor Bob Calver (Town Mayor)