



Councillor Duncan Rawlinson Town Mayor

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BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL EXTRA ORDINARY MEETING HELD ON MONDAY 11th July 2023 @7:30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 10 Members of Public in attendance.

Present: Cllr Rawlinson, Cllr Clegg, Cllr English, Cllr Munford, Cllr Carter, Cllr Stanbury, Cllr Bown, Cllr Norman, Cllr Skeens.

Sound Recording of Meeting

Please note that the Council will be recording any part of this Meeting held in open session for subsequent publication on the Council's website. Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

101/FC/07/23

APOLOGIES FOR ABSENCE

To receive apologies for absence.

Cllr Stratton

102/FC/07/23

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.

103/FC/07/23

TOWN MAYOR'S ANNOUNCEMENTS

Report received from the mayor, available on the website as an attachment to these minutes, which includes updates of all current projects and updating of procedures and additional funding.

Events attended by the mayor are also included in the report.

Cllr Skeens proposed to edit as part of the communications for the month, meeting to take place outside of the meeting.

104/FC/07/23

MINUTES

To confirm and sign the Minutes of the Extra Ordinary Meetings of the Town Council held on 12/06/2023 and 03/07/2023.

Chief officer noted an amendment on the 03/07/2023 to include the resolution of the private and confidential session.

Cllr Skeens proposed adoption of minutes all agreed, Seconded by Cllr Munford

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

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).

Questions from the floor

1) Carnival committee requested a grant for the 2023 carnival. Grant application has been received and will be discussed under item 15 of the agenda.

2) MDC had an FOI request regarding CCTV cameras have risen to 46 cameras, which seems high. If Burnham thinking of CCTV cameras, is there an increase in crime in the area to warrant CCTV?

3) Will the new cameras have facial recognition? Are Maldon stipulating that and are they directing us as a council to install the cameras.

Cllr Skeens responded regarding statistics being identified, these items will be discussed further under item 17 of the agenda.

4) What is the GDPR / monitoring /collation of movements

Mayor proposed the chief officer obtains clarification on the points for storing data.

Cllr English added that she believes the recordings are there in for use of tracing as apposed of live 24-hour monitoring.

5) Old caravan site in riverside park has been cleared. Including some old trees, what is the reason for this and who owns it?

Cllr Skeens replied this is owned by MDC, as an MDC councillor at the time I opposed this, unfortunately the battle was lost, one of the problems is that it was the old town tip and has potential for the ground to be contaminated, there will need to be a lot of remedial work, MDC have now decided that redevelopment has been agreed for permanent lodges. Cllr Skeens was concerned about the timing of the clearance which has happened during breeding season.

Cllr Munford requested further information on the protected trees element. Chief officer to write to MBC and obtain clarification. Mayor suggested that members of the public email district councillors regarding their concerns.

6) Who do we speak to about the extended opening hours of the toilets on carnival day. Chief officer to provide details of Kingdom to arrange.

Mayor Proposed to bring an urgent item to the agenda to discuss and approve the AGAR for 2022/23. Seconded by Cllr Clegg. All in agreement.

ACCOUNTS AND TRANSFER OF FUNDS

a) Cllr English pointed out a spelling mistake regarding a beneficiary. Chief Officer to amend. All agreed and signed by the mayor.

b) To agree the transfer of funds for July 2023 to meet the Town Council's financial requirements.

Cllr Munford posed a question regarding any spare funds to carry out projects this year. Chief Officer confirmed that yes there is funding available to carry out projects under the Ear Marked Reserves.

Cllr Rawlinson asked if this included the VAT return, Chief officer confirmed that this does not include that.

All agreed for July payments and signed by the mayor.

c) To agree the transfer of EMR from the business account into the correct Ear Marked Reserves accounts. – Chief officer requested this item be



deferred to next meeting to allow further work to be carried out on the budget, Chief officer to bring back in September 2023.

d) **ANNUAL GOVERNANCE STATEMENT, ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/2023**

- e) All Members have received a copy of the reports on:
- f) a) Members to note the annual internal audit report for 2022/2023.
- g) 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 2022/2023. The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement
- h) c) Members to consider and approve, by Resolution, section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2022/2023. The Chairman and the RFO of the Meeting will sign the Accounting Statements.
- i) 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.

proposed to agree the AGAR by Cllr Munford
Seconded Cllr Bown.

All members agreed to sign and post AGAR in line with the statutory requirements and extension granted by PKF Littlejohn.

107/FC/07/23

REVIEW TOWN COUNCIL POLICIES

Lone Working Policy – Cllr Clegg suggested that the Lone working policy should consider including for councillors.

Cllr Skeens proposed change wording to include councillors.
Seconded Cllr Bown

- Whistleblowing Policy
Cllr Skeens proposes defer till September 2023, partly due to Cllr Strattons input is not available this evening.
Seconded by Cllr Norman
- Maternity Leave and Pay
Proposed by Cllr Carter
Seconded by Cllr Stanbury
- Paternity Leave and Pay
Cllr Clegg
Cllr Bown

All agreed to accept Maternity and Paternity policies.

108/07/FC/23

CHIEF OFFICER'S REPORT

Chief Officer presented quotations to carry out the works to the dementia garden patio, Cllrs agreed to accept quotation 1 as best value for money and to allow for VAT to be reclaimed. Proposed by Cllr Skeens. Seconded by Cllr Carter.

Chief Officer to arrange for the works to commence during recess.

Chief Officer presented quotations to carry out works to install new fire exit doors in the office and the chambers.



Cllr Rawlinson requested this be deferred to ensure we have an updated asbestos report. Chief Officer to arrange for a new survey to take place incorporating all areas.

Cllrs requested that the conservation officer be included in conversations regarding the installation, and we seek the advice of a building surveyor, to go through the planning process.

Cllr English left the meeting along with Cllr Norman.

A report provided by SEPP, a proposal regarding speed limits and yellow lines is being published chief officer advised all members to comment by no later than the 21st July 2023 Details are on the website.

Community engagement team are present in the town as always, CO will be holding a meeting with them to discuss patrols and any ongoing issues. Chief officer read out details from the monthly report which is available as an attachment to these minutes.

Cllr Skeens mentioned that the carnival committee were concerned about ensuring the roads are cleared on the day, there may be a requirement to ensure the wardens are in town early on the day to move any vehicles on that may still be parked in closed off areas. It has been suggested that they use the top car park by the marina as an overflow carpark for the day. CET do not have the necessary qualifications to provide steward duties.

Cllr Clegg suggested that the Yacht club be contacted as they have offered their carpark as an overflow for residents on previous events.

109/07/FC/23

CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS

To receive co-ordinators' reports:

- **General Purposes** – Cllr Clegg mentioned that the council is looking at office management, policies, and controls.
- **Highways** – Cllr Bown, discussed the parking arrangements outside the chemist, still chasing Essex Highways regarding potholes and permanent repairs, yet no dates have been given. There is possible funding for electrical vehicle charging point, there is currently a survey online and Cllr Bown urged members to review and comment if possible. Cllr Bown is looking at speeding measures with Essex Highways. Cllr Munford suggested 20 is plenty. Chief officer to discuss with Cllr Bown and the schools to see if we can rejuvenate the campaign. Cllr Skeens pointed out that on the sea wall heading east past Rice and Coles the public path is impassable, Cllr Bown to liaise with Essex Highways to arrange cutting.
- **Environment** – Cllr Carter and Cllr Norman will be sharing the duties under the environment heading. There has not been a meeting as yet so nothing to report at this stage.
- **Health and Wellbeing** Cllr Munford reported that we are now using the logo that was designed by a burnham county primary school pupil who won the competition. His logo is now on the headed paper for health and wellbeing. The resource database is now fully loaded with all possible health and wellbeing groups and patient care details. A copy is in the office and should be on the website. The resource database also feeds to the Maldon Webiste. Cllr Munford attended the patient participation group, who share the towns concerns regarding space and capacity, the process to review the services may take years, statistics



show that a lot of people are not turning up for appointments which puts stress on the system.

Cllr Munford requested a sum of £500 be allocated to the health and wellbeing for the printing of leaflets. Cllr Rawlinson proposed Cllr Clegg seconded.

- **Tourism** – Cllr Clegg reported on their being a UFest in Maldon, should anyone wish to have a stall the link will be provided. Stalls should consider being interactive. There is also a survey on public transport which we recommend people complete. The pontoon will be bringing out regular press releases on MDC website. There will be a public consultation coming soon. Stephanie Valentine would maybe be considering a Maldon barge that could moor on the new pontoon. A member of public suggested a kite festival, Cllr Clegg would like to do that and is currently looking into organising the event. Date proposed is the 13th of August @ Riverside Park. Kites will be provided to children so they can take part as well as people bringing their own. Cllr Skeens proposed support, seconded by Cllr Stanbury. Cllr Clegg and CO to discuss budget planning.
- **Communications** – Committee are reviewing the website; Facebook page is not fully public yet but will be going live next week. Publicity will be via the existing town Facebook page. This will be a means of providing information, it will not be a forum. Articles will continue to be published in the focus, along with a committee WhatsApp group. Cllr Skeens discussed the possibility of publicity around the caravan park. Cllr Skeens proposes that he do a report on the caravan park, seconded by Cllr Bown. Cllr Skeens added he looked at the council signage boards which need replacing, a cost-effective approach to change the Perspex is being investigated. Previous quotes were obtained but they were for whole replacement units.
- **Conservation** – Chief officer reported on behalf of Cllr Stratton, we started the conservation walk at the bottom end of town, we spoke to burnham grill in relation to getting their sign fixed and tidying up the shop front. The next stage of the walk will be quayside and town to allow for a report to be provided to the conservation officer.
- **Charities** – Cllr English attended a meeting with burnham combined charities and confirmed that they look at grants for people/families that may need assistance by utilising the Ayelts charity funding.
- **Station House** – this is still ongoing; we have a new contact with Greater Anglia and are currently trying to reconnect. There will be further discussions around the full repairing lease and look at getting a building survey carried out via the council and not Greater Anglia.
- **Allotments** – Further discussions with MOAT and our solicitors are in full negotiation and updates are being regularly provided. Every member should continue to utilise the Allotments for its intended purposes. A full supporting report for Adverse possession has been provided to prove long term ownership via Burnham Town Council.

Members of the public thanked the council for an improved service to the town.



- **River Crouch Steering group** – Nothing to report currently. Members are requested to pass any resolutions, as necessary.

110/FC/07/23

TOWN COUNCILLORS REPORT

To receive reports from town councillors where provided.

This month sees reports from:

Cllr Stratton following a visit to the Tiptree Community Fridge project.

- Chief officer reported on Cllr Stratton's behalf regarding his visit to Tiptree, BTC did pass resolution to purchase a fridge, options of where to site it needs to be considered, funding was not awarded via ECC. Cllr Stratton will liaise with the URC regarding siting.

Cllr Clegg on the town Pontoon – The architect is about to be appointed and a press release is due out shortly. The timelines will be announced along with dates for public consultation, which should be end of August beginning of September.

111/FC/07/23

DISTRICT COUNCILLOR REPORTS

No reports provided.

112/FC/07/23

INCLUSIONS OF STAFF INTO THE PENSION SCHEME

Following discussion at the staffing committee, the expectation is that the office staff be entered into the scheme, written approval must be provided in full council meeting.

Cllr Munford proposed that all eligible staff be included within the pension scheme. Seconded by Cllr Skeens

113/FC/07/23

PURCHASING CARD

Chief Officer brought to the table the need for a purchasing card, as apposed to using the minimum petty cash, which we cannot use for online purchases, fuel etc. Cllr Rawlinson would like to revisit the financial regulations to ensure a debit card is allowed. Barclays advised that the debit card would be the better option. Chief Officer to bring back credit card options to the September meeting.

Mayor proposed we continue with the meeting as we are over the 2.5-hour allocations – seconded by Cllr Bown.

114/FC/07/23

THE WATERSHED

Cllr Rawlinson asked the residents to send in a proposal to rent the garden space from the council at a rate of £300.00 for the year. Access will still be available for the council to enter via pre agreement as and when required.

Watertight agreement legal right off access solicitor to draw up.

Cllr Bown proposed to agree in principle following clarification.

Cllr Skeens seconded.

115/FC/07/23

GRANTS AND DONATIONS

To discuss applications received pass resolution, as necessary. The mayor asked for the carnival to recognise the support from the Town Council this year as we do seem to get left out of the thanks.

Cllr Skeens proposed acceptance of the grant.

Seconded by Cllr Bown



116/FC/07/23

BARCLAYS BANKING HUB

Cllr Clegg updated that Barclays bank utilise the council offices to continue to conduct business with their customers. This will be 2 days a week between 9-4 and supported by office staff, if necessary serving councillors can also support in this role.

The rental agreement will be for a period of 12 months for the sum of £18,900.00.

Additional services may be provided to burnham residents from time to time such as seminars and training around fraud and internet banking.

The ATM will close once the bank does, however there is an opportunity to liaise with LINK to discuss other cash options in town.

Cllr Skeens proposed to support.

Cllr Munford seconded.

117/FC/07/23

CCTV

A meeting has taken place with the Maldon team and a request has been made to revisit the quotation and look at ways of providing more cost-effective equipment. Chief officer reiterated that it will not be live 24-hour surveillance but more geared towards tracing following an incident. Cllr Clegg pointed out that CCTV is crime prevention and does work in that respect.

118/FC/07/23

'PUBLIC FORUM'

'Public Forum should be used for members of the public to bring to the table items they wish to see on future agendas and or notify the council of any issues they may wish to bring to the council's attention. (10 minutes allowed)

Questions from the floor

- 1) We are in a medium risk flood area and insurance companies are applying excess for floods, Risks are getting higher so does the town council have any prevention in place such as sandbags should we need them?

Chief officer to investigate how we provide this provision going forward.

Cllr Skeens proposed we bring back an agenda item for emergency and evacuations.

- 2) Overdevelopment also adds to the flood risk, there are not enough permeable materials being used in areas in and around town.

Refer this to planning and building control.

- 3) BBC website edexcel BBC and the effects of CO2 in the atmosphere. Being carbon neutral by 2030 doesn't make sense as we need carbon to survive.,

Cllr Skeens confirms that we are not doing away with Carbon, Carbon neutral means not increasing the level of Carbon for the future.

119/FC/07/23

RECESS ARRANGEMENTS

To resolve delegated authority to members during recess,

Cllr Rawlinson proposed Chief Officer, Mayor, Deputy mayor and Chair of Staffing

Cllr Skeens seconded.

120/FC/07/23

DATES OF NEXT MEETING:

Planning Tuesday 25th July 2023

Council Tuesday 12th September 2023



121/FC/07/23

EXCLUSIONS 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.

122/FC/07/23

STAFFING MATTERS

Staffing matters were discussed and where necessary will be brought to the next full council meeting for resolution and further discussion.

123/FC/07/23

CLOSURE OF THE MEETING

The meeting closed having considered and determined all items of business.

A handwritten signature in black ink, consisting of a stylized 'D' followed by a series of loops and a long horizontal stroke.