



**Councillor Duncan Rawlinson Town Mayor**

**Nichola Payne, Chief Officer**

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**BURNHAM ON CROUCH TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL MEETING HELD ON MONDAY 10<sup>th</sup> OCTOBER 2023 @7:30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.**

Attendance: Chief Officer Nichola Payne, 11 Members of Public in attendance.

Present: Cllr Rawlinson, Cllr Clegg, Cllr Stanbury, Cllr Norman, Cllr Skeens, Cllr Stratton, Cllr Bown, Cllr Munford, Cllr English (late arrival)

**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.

<b>ITEM No</b>	<b>TITLE</b>	<b>DETAIL</b>	<b>ACTION</b>
<b>101/10/FC/23</b>	<b>APOLOGIES FOR ABSENCE</b>	Cllr Carter, Cllr English	<b>N/A</b>
<b>102/10/FC/23</b>	<b>DECLARATIONS OF INTERESTS</b>	<b>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.</b>	<b>ALL</b>
<b>103/10/FC/23</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>	Mayor read announcements for recent events as follows: Attended the 10k run. <b>Attended the high sheriff's justice service at Chelmsford cathedral.</b> The mayor to provide a written document to the comms team for publication	<b>DR</b>
<b>104/10/FC/23</b>	<b>MINUTES</b>	Cllr Norman raised concern that procedure wasn't followed regarding the environment report and no resolutions being made at the September meeting, as a result the requested funding has been brought to the October meeting. Minutes 12.09.23 and 26.09.23 were agreed and signed. These will be published on the website	<b>NP</b>
<b>105/10/FC/23</b>	<b>PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA</b>	<b>QUESTION 1</b> – how are the council doing with the installation of EV points for charging unit? <b>ANSWER</b> - Cllr Bown will discuss within his highways report.	<b>DB</b>

		<p><b>QUESTION 2</b> – How do you feel about the government changing policies on issuing licences for drilling for gas and oil again.  <b>ANSWER</b> - Cllr Norman states this is a political issue and is a matter of opinion and not for the town council to comment on within this meeting.</p> <p><b>QUESTION 3</b> – How does the town council feel about Maldon district council not informing us on the demolition of the play park.  <b>ANSWER</b> - Cllr Norman stated that it hasn't been demolished it is being refurbished, it is passed its sell by date works to be completed in November. Cllr Rawlinson confirmed that the starting of the project was a communication error and contractors, started early.  Chief Officer stated that we did receive an apology from MDC for the confusion.</p> <p><b>QUESTION 4</b> – Speeding along the Highstreet,  <b>ANSWER</b> - Cllr Rawlinson stated that the signage is down to highways, Trucam is only able to attend at 2 sites. CCTV cameras once installed at a later stage may assist in this going forward. Rules and regulations are in place, so it is difficult to have any new speed sites. Cllr Skeens added that Southminster and Maldon have 20 MPH limits and feels that we should also have. Cllr Bown to investigate and report back to next meeting.</p> <p><b>Question 5</b> – what the public can do to assist with bringing the speeding situation?  <b>Answer</b> - Cllr Munford, stated that there is a reduction in serious injury with a 20-mph speed, stopping times etc. Cllr Bown urged members of the public to email in concerns regularly to support any applications made to the LHP.</p>	<p style="text-align: center;"><b>DB</b></p> <p style="text-align: center;"><b>DB/NP</b></p>
106/10/FC/23	<b>LOCAL FILM PRESENTATION</b>	An investment of £500 was requested. Cllr Skeens proposed we offer the funding, seconded by Cllr Stratton. This will come from either the town events or Tourism budget. Events team to come into the office to arrange paperwork.	<b>NP</b>

107/10/FC/23	<b>ACCOUNTS AND TRANSFER OF FUNDS</b>	<p>a) To approve and sign the monthly reconciliations for September 2023. <b>resolved</b></p> <p>b) To agree the transfer of funds for October 2023 to meet the Town Council's financial requirements. – <b>resolved</b> <b>Chief Officer to upload payments via the councils banking system</b></p> <p>c) To receive the VAT return submission for 2022/23 – <b>resolved</b> <b>Chief Officer to apply for the VAT return via HMRC.</b></p>	<b>NP</b>
108/10/FC/23	<b>COMMITTEE AND WORKING GROUP VACANCIES</b>	<p>To discuss and agree the available working groups following the request from Cllr Stratton to reduce his allocation due to current external commitments and pass resolution where necessary.</p> <p>Committees to remain are.</p> <ul style="list-style-type: none"> <li>• Conservation.</li> <li>• River Crouch steering group.</li> <li>• Tourism.</li> <li>• Allotments.</li> </ul> <p>Council agreed there is no need for any additional members on Station House and Health and Wellbeing.</p> <p>Cllr Stanbury proposed Cllr Norman seconded.</p> <p>Chief Officer to arrange the updating of council information as necessary.</p>	<b>NP</b>
109/10/FC/23	<b>CO-ORDINATORS, COMMITTEE AND WORKING GROUP REPORTS</b>	<p>To receive co-ordinators' reports:</p> <p><b>GENERAL PURPOSES/COMPLIANCE.</b></p> <ul style="list-style-type: none"> <li>• Working within the office and bringing policies and compliance up to date. Cllr Norman stated that this is where the town sign by the library should be included as there is some significant damage to it and requires restoration. Chief Officer has photos which can be passed to Cllr Clegg for consideration. report attached.</li> </ul> <p><b>HIGHWAYS,</b></p> <ul style="list-style-type: none"> <li>• Cllr Bown reported some good news in relation to ECC completing works to ensure we could continue with major</li> </ul>	<b>FC/DR/NP</b>

		<p>events happening in town, including the quay, Riverside Road, and high street. In answer to an earlier question regarding EV charging units, we are looking into funding from ECC/MDC to include installation of 4 charging units during the providence road car park refurbishment.</p> <ul style="list-style-type: none"> <li>• The tender for providence is currently being updated.</li> <li>• Discussion around the 20mph speed limit took place and Cllr Bown will be looking at options to bring back to next meeting.</li> <li>• Cllr Skeens commended Cllr Bown for his hard work.</li> <li>• Cllr Skeens also brought to the table the point of cycling and skateboarding on the quay and would like Cllr Bown to look into the legalities of putting signage up. Cllr Rawlinson suggested looking at the byelaws and tailor the signage accordingly. Cllr Norman suggested split markings on the pavement to show pedestrian/cyclists.</li> </ul> <p><b>**CLLR ENGLISH ARRIVED AT THE MEETING**</b></p> <p><b>ENVIRONMENT,</b></p> <ul style="list-style-type: none"> <li>• Cllr Norman referred to the Dengie Climate Action Group meeting due to take place and urges all councillors to attend and support as this is one of the most important items that we have had to consider.</li> <li>• Sewage spillage in the area is being investigated to bring further information as received. There is another governing body being set up to investigate this further.</li> <li>• Cllr Norman proposed that council get behind the station project when it applies for funding, via the grants and donations application. Chief Officer to provide an application form.</li> </ul>	<p><b>DB/NP</b></p> <p><b>ALL</b></p> <p><b>UN</b></p> <p><b>ALL</b></p>
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		<p>need looking at and Cllr Rawlinson is looking into who best to approach in terms of land and ownership.</p> <p><b>TOURISM</b></p> <ul style="list-style-type: none"> <li>• Cllr Clegg confirmed that the walking festival was a great success, and they will be concentrating on Burnham next year, the next event is tree lighting, Cllr Clegg proposed that we have the tree in place and lit prior to the 2<sup>nd</sup> December 23 (Christmas Fayre). Cllr Rawlinson proposed we aim for 26/11/23, seconded by Cllr Clegg. Chief Officer to confirm with the Limes the availability of a tree for that date.</li> </ul> <p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>• Website has had thousands of visitors which is great, a communications strategy is being developed,</li> <li>• The notice boards are being upgraded in house which has saved substantial funds.</li> <li>• Cllr Skeens reiterated that if comms is needed then to please contact him as soon as possible so it can get the best media outlet attention.</li> </ul> <p><b>CONSERVATION</b></p> <ul style="list-style-type: none"> <li>• There is a particular issue regarding alfresco dining outside of some of the food establishments within the conservation and work with MDC is taking place to see if we can create a communal seating area which the establishments are happy to consider.</li> </ul> <p><b>CHARITIES</b></p> <ul style="list-style-type: none"> <li>• JE nothing to report.</li> </ul> <p><b>STATION HOUSE</b></p> <ul style="list-style-type: none"> <li>• Cllr Clegg reported that we are working with Abelio to ascertain who is responsible for the damp situation within</li> </ul>	<p><b>DR</b></p> <p><b>NP</b></p> <p><b>SS</b></p>
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		<p>the building. The current lease is unfair regarding the, all repairing lease section. This needs to be looked over by a solicitor and challenged. At this point we have a building that cannot be used.</p> <ul style="list-style-type: none"> <li>• Cllr Clegg to liaise with the other business renting in the building to understand how they had their clauses removed/amended. We believe the railway cannot hide behind the clause in the lease and a further update at the next meeting.</li> </ul> <p><b>ALLOTMENTS</b></p> <ul style="list-style-type: none"> <li>• Cllr Norman stated that a new rent has been agreed in line with the RPI index for 2023/24 and payments will continue to be made as usual.</li> <li>• A member has built a patio on one of the plots which is not allowed. The allotment association have suggested that as the landowners the council are responsible for dealing with the issue. Cllr Stratton attended a meeting with the holder, and it was suggested that this was to improve access for his disabled wife. The question is around who if anyone would pay to have it restored if the plot owner left, or could it be utilised as a plot for future use by other applicants with disabilities.</li> <li>• A meeting to be arranged with the allotment association alongside the plot holder. Cllr Stratton / Cllr Norman to organise.</li> </ul> <p><b>River Crouch Steering group</b></p> <ul style="list-style-type: none"> <li>• Cllr Stratton stated that the next meeting is to be held on the 19<sup>th</sup> October and will report back at the next meeting.</li> </ul>	<p><b>FC/NP</b></p> <p><b>FC</b></p> <p><b>UN/SS</b></p> <p><b>SS/UN/NP</b></p> <p><b>SS</b></p>
<b>COUNCILLORS AGREED TO CONTINUE ON WITH THE MEETING PAST THE 2.5 HOUR ALLOCATED TIME</b>			
<b>110/10/FC/23</b>	<b>TOWN COUNCILLORS REPORT</b>	Carnival committee report, Cllr Skeens gave an update on the carnival	

		<p>committee and how well the carnival had gone this year with great organisation.</p> <p>Save our surgery meeting was attended by Cllr Stratton, who informed us that they are organising a march. Copies of any of the statements read out in relation to the surgery are available online.</p>	
111/10/FC/23	<b>DISTRICT COUNCILLOR REPORTS</b>	<p>Report from Cllr Bell who confirmed the play equipment will be installed by the 4<sup>th</sup> November.</p> <p>The community engagement team have been notified of flyposting from trackside fitness.</p> <p>Town signs were discussed at think green; however, she is aware that the council have this in hand and so is happy for us to continue.</p>	
112/10/FC/23	<b>COUNTY COUNCIL REPORTS</b>	<p>No report provided – County councillors provide reports throughout the course of the month and so currently do not provide individual councils within the Southminster division with reports for their meetings. Cllr English proposed that we insist on a report, Cllr Rawlinson proposed we bring this as an agenda item to next month's meeting.</p>	<b>NP</b>
113/10/FC/23	<b>CHIEF OFFICER'S REPORT</b>	<p>A copy of the report is available online with links to questionnaires and surveys. Cllr English commended the Chief Officer on her report this month as very informative.</p>	<b>NP</b>
114/10/FC/23	<b>ALLOTMENTS</b>	<p>Cllr Clegg confirmed that meetings are taking place with MOAT housing, currently MOAT are not prepared to give us a statement on the current position at this time, however we are hoping to be able to have one at the next meeting being held on the 20/10/23.</p> <p>It would seem the president has been set with Land being returned to Maldon from MOAT. Which is a hope that we are heading in the right direction.</p> <p>Chief Officer confirmed that the council should be confirming the increase in rent and confirmed that the RPI is 9.1% this year with a rent increase of £77.35.</p>	
115/10/FC/23	<b>GRANTS AND DONATIONS</b>	<p>Cllr Rawlinson declared an interest at this point.</p> <p>We are in receipt of a request from the 1<sup>st</sup> Burnham on Crouch guides for support of their Jamboree this year. They have not specified an amount so Chief Officer to go back and request they ask for a specific sum.</p>	<b>NP</b>



		Cllr Skeens requested that the agenda include the remaining budget for grants and donations going forward.	
116/10/FC/23	<b>CHRISTMAS OFFICE OPENING TIMES</b>	<p>Agreed to close office on the following dates.</p> <p>Mon 25<sup>th</sup> (bank holiday)  Tues 26<sup>th</sup> (bank holiday)  Weds 27<sup>th</sup> (office closed)  Thurs 28<sup>th</sup> (office closed)  Frid 29<sup>th</sup> (office closed)</p> <p>Mon 1<sup>st</sup> (bank holiday)</p> <p>Cllr Clegg stated that the office staff utilise annual leave for this closure.</p>	<b>ALL</b>
117/10/FC/23	<b>BONFIRE NIGHT PROVISIONS</b>	<p>It is historic that the council pay for the toilet provision at the bonfire held on the grounds of St Marys Church</p> <p>Cllr Skeens proposed to accept the sum of £325.00.</p> <p>Cllr Stratton Seconded  Chief Officer to process</p>	NP
118/10/FC/23	<b>SUMMER SWIMMING</b>	<p>Whilst it is historic that we have supported the summer swimming and this is currently a budgeted item, and swimming is important within a riverside town it is felt that other parishes should be included in future support as the swimming supports all villages within the Dengie.</p> <p>Cllr English proposed we arrange a meeting with the organiser to look at the strategy going Seconded by Cllr Stanbury.</p> <p>Cllr Munford proposed we make payment. Cllr Bown Seconded. Chief Officer to make the necessary arrangements to pay.</p>	NP
119/10/FC/23	<b>REMEMBRANCE SUNDAY</b>	<p>Cllr Clegg provided an update on the organising of the ceremony. The reception will be held at the chambers following the service at the war memorial. PEC security has provided costs for the stewards to marshal the road closure which will include 4 stewards for 2 hours.</p> <p>Cllr Bown proposed to agree the cost.  Cllr Munford seconded</p>	FC/NP
120/10/FC/23	<b>COUNCIL OFFICE BUILDING WORKS</b>	<p>Whilst the work on the dementia garden has been completed there are some issues surrounding health and safety. There was no specific written specification as such the council need to carry out a risk assessment to agree any additional works required to ensure compliance.</p>	

		Cllr Munford proposed that the risk assessment is carried out and solutions bought back to the next meeting. Cllr Clegg seconded. Chief Officer to fence the area off whilst the assessment takes place.	<b>FC/NP</b>
<b>121/10/FC/23</b>	<b>'PUBLIC FORUM'</b>	No members of the public were present at this point	
<b>122/10/FC/23</b>	<b>DATES OF NEXT MEETING:</b>	<b>Planning</b> Tuesday 24 <sup>th</sup> October 2023 <b>Council</b> Tuesday 14 <sup>th</sup> November 2023	
<b>123/10/FC/23</b>	<b>EXCLUSIONS OF THE PUBLIC AND PRESS</b>	Cllr Rawlinson proposed to let the Chief Officer leave at this point seconded by Cllr Munford	
<b>124/10/FC/23</b>	<b>STAFFING MATTERS</b>	Confirmation that performance appraisals are in place and that training contracts will be issued.	
<b>125/10/FC/23</b>	<b>CLOSURE OF THE MEETING</b>	The meeting was closed at 22:10	

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