



Councillor Duncan Rawlinson Town Mayor

Nichola Payne, Chief Officer

Telephone: 01621 783 426

Email:

townclerk@burnhamoncrouchtowncouncil.gov.uk

Council Offices

Chapel Road

BURNHAM-ON-CROUCH

Essex

CM0 8JA

BURNHAM ON CROUCH TOWN COUNCIL

**MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL MEETING
HELD ON TUESDAY 12th DECEMBER 2023 @7:30pm AT THE CHAMBER HALL, COUNCIL
OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.**

Attendance: Members of Public in attendance.

Present: Cllr Rawlinson, Cllr Stanbury, Cllr Skeens, Cllr Carter, Cllr Stratton, Cllr Bown, Cllr Munford, Cllr English

ITEM No	TITLE	DETAIL	ACTION
101/12/FC/23	APOLOGIES FOR ABSENCE	No Apologies – Cllr Norman, Cllr Clegg, Chief Officer.	N/A
102/12/FC/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.	ALL
103/12/FC/23	TOWN MAYOR'S ANNOUNCEMENTS	No Mayors Announcements provided	
104/12/FC/23	MINUTES	Chief Officer advised prior to the meeting that the minutes for the 22 nd November 23 be deferred.	NP
105/12/FC/23	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA	Question 1 - Regarding the clock tower Is there any funds put aside for maintenance to clean the inside? Cllr Skeens confirmed this was cleaned prior to the Christmas tree light switch on. Is there potential for bird spikes to be installed due to excessive guano on the pavement? What repairs can be carried out to the ground floor window as it is rotten and does not enhance the area of the clock tower? Cllr English suggested that we are aware of the condition. Cllr Stratton confirmed that the council is in negation with the owner of the property and has liaised with the building management team of leaseholders.	SS/NP

CC

		<p>Question 2 - War memorial, Can the surround be cleaned? Cllr Stratton confirmed that this was included within the conservation walk and will bring the item into fruition in the new year.</p>	SS/NP
106/12/FC/23	COUNCIL APOLOGY	<p>Cllr Rawlinson stated that he had not received or seen a copy of the apology and so passed to the chair of Communications to read. Cllr Skeens stated prior to reading the statement that he wasn't sure the wording was the same as agreed at a communications meeting, but in essence is the same. Cllr Rawlinson suggested that he had seen some information around the wording being confirmed by legal representatives. Cllr Skeens proceeded to read the apology from the council. A copy of this apology has been retained on the councils' records. Some members of the public left the meeting. Cllr English suggested an adjournment for 15 minutes however Cllr Skeens proposed we continue as other members of the public were still in attendance. Council agreed to continue. Cllr Stratton left the meeting due to a prior agreed appointment.</p>	
107/12/FC/23	ACCOUNTS AND TRANSFER OF FUNDS	<p>1. To approve and sign the monthly reconciliations for November 2023. Resolved Agreed, signed by the mayor. 2. To agree the transfer of funds for December 2023 to meet the Town Council's financial requirements. Resolved Agreed, signed by the mayor. CO to upload payments via the councils banking system</p>	NP
108/12/FC/23	BUDGET SPEND TO DATE	<p>Chief Officer proposed 2 x dates for informal meetings to discuss the upcoming budget and expenditure. Dates suggested are 19th December & 2nd January to form the basis of the</p>	

FC/12/23

		formal budget meeting for the 9 th January. The deadline to provide the precept to MDC is 10 th January 2024. Cllr Skeens proposed that council accept the informal meetings. Cllr Munford Seconded	NP
109/12/FC/23	LOCALITY FUNDING	A window is open for locality funding via Essex County council. Cllr Clegg has suggested a Seabin, Cllr Skeens proposed agreement in principle. Seconded by Cllr Stanbury. CO alongside Cllr Clegg to provide more in-depth information and apply for funding.	FC/NP
110/11/FC/23	SURGERY UPDATE	Cllr English requested the item be added to the agenda, with a view to recent correspondence. Cllr Skeens proposes the following: This council believes that every effort should be made to keep the Burnham surgery open in its current geographically central location and is in favour of suggestions that guarantee that all residents continue to have easy access to the town's medical facilities. Cllr Stanbury doesn't feel that she has all the information available to support such a resolution at this time. Cllr Munford has confirmed that there is a lot of work in the background going on and that we should hold off making such a statement until all the information has been provided formally. Cllr Bown abstained from any resolution. Cllr Skeens confirmed that there has been a statement from the surgery and that the patient survey seems to feel biased. I feel strongly that this town council needs to make a statement to say that they support a local workable solution. Cllr Munford states that the wording of the proposal was in essence good but feels that more time is needed. Cllr English stated that this imperative because, thoughts of residents is 'where is the town council in all this' and that we are being viewed as the enemy! We should not remain invisible in this. I will be attending on the 23 rd at an event as a resident. Cllr Munford is concerned that we burn our boats and that from this process we could fail to get a all signing all dancing surgery for the future of the town. Cllr Skeens feels as though there are	

~~FC~~

		<p>other options to be explored and that the council should be behind these options. Before Cllr Skeens was able to re-read his proposal Cllr Rawlinson proposed that the item be deferred.</p> <p>Cllr English agreed with Cllr Rawlinson on the basis that we are a much smaller council at this evening's meeting and that it should be bought back to allow all councillors to consider and debate. Cllr Carter requested a copy of the proposal be provided.</p>	
111/12/FC/23	RAF/MAYORS CADET	<p>Cllr Rawlinson has been approached by the burnham cadets who are offering a service to escort the mayor on duties. The cadet must be over 18 due to safeguarding and will be on an as and when basis. The cadet will be selected by the group. There will be an arm band and badge designed which could include the town council's logo. Cllr Skeens agrees with the idea and that it should be put out to other groups such as brownies/guides and indeed the schools. CO to look into getting DBS checks for the mayor to allow for younger members to be involved. This could link in with Cllr Stanbury's work on youth engagement and the development of a youth council. Cllr Rawlinson proposed this item be deferred.</p> <p>Seconded by Cllr Stanbury</p>	NP
112/12/FC/23	POLICY UPDATE	<p>Chief Officer asked for this item to be deferred to next year.</p> <p>Chief officer confirmed that only the office staff have access to the ring doorbell.</p> <p>Cllr Stanbury requests a report on all cameras/devices inside and outside of the building.</p>	NP
113/12/FC/23	UPCOMING EVENTS	<p>Cllr Skeens suggested we look at budget for the following:</p> <ul style="list-style-type: none"> • Kite festival and Music festival • Quay Day • Carol service • Easter egg hunt/Easter event • Walking festival • Library festival/Essex book fair <p>Cllr Stanbury suggested looking at what ECC and MDC are doing within our town so we can schedule in support. Cllr English stated that there used to be a country and food fair run by MDC and</p>	NP/ALL

Revised

		requested that Cllr Bown take it to the next meeting at district level.	
114/12/FC/23	HEALTH AND WELLBEING	A letter is being sent to the schools which includes the action plan. We are asking councils agreement to take on a piece of work to have a facility in BOC to act as a base for youth work and any other community facilities. Cllr Stanbury proposes being able to contact other youth facilities and is asking permission. Cllr Skeens seconded	PS
115/12/FC/23	ENVIRONMENT	<p>Cllr Norman is leading on this, however Cllr Carter suggested that we look at a friend of burnham group. CO to look at terms of reference of other friends of groups and work with Cllr Norman to produce a draft.</p> <p>Cllr Skeens proposes agreement. Seconded by Cllr Stanbury.</p> <p>Action required on sewage leak within the crouch. Cllr Skeens attended the crouch harbour authority meeting, and they state that they are not breaking any rules although these have been relaxed. The CHA has no jurisdiction over this area, but feels that the town council should meet with the</p> <p>The environment committee drafts a letter to who ever is responsible for the sewage farm and look to enter dialog with them.</p> <p>Cllr Carter confirmed that this has been bought to the climate action group to try and move forward.</p>	NP/UN
116/12/FC/23	FIVE YEAR MAINTENANCE PLAN	To discuss further at the budget meetings and refer to the environment committee for an update and meeting set up.	NP/UN
117/12/FC/23	COMMITTEE AND WORKING GROUP REPORTS	<p>Health and Wellbeing –</p> <ul style="list-style-type: none"> Walking group is now active, and a report will be compiled for each footway for maintenance. Justine Page from Maldon CVS will be attending a walk on the 19th who is involved in forest schools and green prescribing. <p>Communications Committee –</p> <ul style="list-style-type: none"> Most work is done online as opposed to face to face, Cllr Skeens is looking to help other members update certain areas, the website is looking good and good material is being uploaded. All is going well traffic is strong to 	

FC Clerk

		<p>the website and is becoming a hub for media records.</p> <p>Highways –</p> <ul style="list-style-type: none"> • Quotes are being received for the carpark and updates will follow. Consideration will be given to the signage. • White lining in particular the zebra crossings need addressing, they are dangerous and require re painting. There is a suggestion of putting in down lights to make the area more visible. Cllr Bown to investigate the matter further with the help of Cllr English. <p>Burnham United Charities –</p> <ul style="list-style-type: none"> • Cllr English stated that they only meet once a year, and so not much to report. However, she does do a lot for the committee group and the staffing committee on a regular basis. 	
118/12/FC/23	TOWN COUNCILLORS REPORT	<p>Cllr Munford proposes that the report from the Dengie group of parishes comes back into council which may include a membership donation to keep the group running.</p> <p>Cllr English stated that there used to be a quiz which Cllr Munford will raise at the next meeting.</p> <p>Cllr Skeens talked about the festive fayre and the carnival committee and commended their hard work.</p>	MAM/UN
119/12/FC/23	DISTRICT COUNCILLOR REPORTS	No reports currently.	
120/12/FC/23	COUNTY COUNCILLOR REPORTS	No reports currently, however there is supporting documents.	
121/12/FC/23	CHIEF OFFICERS REPORT	Cllr Munford noticed that the NALC had a seminar today on the introduction to the council award scheme and would like an update on the event.	NP
122/12/FC/23	PUBLIC FORUM	<p>Burnham Waters – rumours that the company is going bust and have stopped building, perhaps there should be something on the agenda next month?</p> <p>Cllr Skeens stated that it would be difficult for council to comment, however if council learns the facts they will bring it to the meeting.</p>	

FC 230

		<p>Vision Magazine are claiming that the first residents have moved in is this true?</p> <p>Again, council are not able to confirm this.</p> <p>The amendment to planning for phase 2 was called in by district councillors, Cllr Bown to check and report back. It is important that we monitor this application.</p> <p>Cllr English clarified that the council have no insider knowledge on this particular subject, but can look into things as they are raised.</p> <p>Justine Page was mentioned earlier and her work with Forest Schools, is there any plans for these to come to Burnham/Maldon?</p> <p>Cllr English confirms that she does already do work in the district and has won awards for her work with local schools St Mary's and Burnham County. Many schools locally have the forest school initiative within them and access to outside learning. There is a national association of forest schools which you can access.</p> <p>Cllr Rawlinson commented that certain members of the public hadn't been for a while and that it was nice to see them retrain</p>	
123/12/FC/23	DATES OF NEXT MEETING	<p>Dates of next meeting:</p> <p>EOM 9th January 24</p> <p>Planning 16th January 24</p> <p>Full Council 16th January 24</p>	
124/12/FC/23	EXCLUSION OF THE PRESS AND PUBLIC	Members of the public were asked to leave the meeting.	
125/12/FC/23	STAFFING MATTERS	Cllr Munford updated members on staffing matters.	
126/12/FC/23	CLOSURE OF THE MEETING	The meeting was closed.	