



Councillor Duncan Rawlinson Town Mayor

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BURNHAM-ON-CROUCH

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BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL MEETING HELD ON TUESDAY 14th NOVEMBER 2023 @7:30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer Nichola Payne, 1 Member of Public in attendance.

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

ITEM No	TITLE	DETAIL	ACTION
101/11/FC/23	APOLOGIES FOR ABSENCE	No Apologies – Full council in attendance	N/A
102/11/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
103/11/FC/23	TOWN MAYOR'S ANNOUNCEMENTS	Mayor apologised for his appearance and stated that due to work commitments may need to leave early if so will hand over to the deputy mayor. Cllr Rawlinson proposed to bring item 23 Audit update from P&C into his report, Council agreed. The mayor proceeded to read his report. Cllr Norman proposed that item 13 be moved to P&C. Seconded by Cllr Rawlinson.	
104/11/FC/23	MINUTES	Chief Officer explained the new look minutes, which now clearly shows actions to take, CO confirmed that these minutes will be a working document that are discussed at committee meetings. Cllr Skeens requested that the items are numbered for clarity. Council agreed minutes and they were duly signed by the mayor for publication.	NP

105/11/FC/23	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA	<p>Cllr Skeens introduced Hal Bavan and requested item 18 be bought forward for discussion at this point. Cllr Skeens proceeded to explain an event that was organised by Hal on the riverside park in the summer. Hal detailed his experience as an events promotor and DJ. Hal would like to work in conjunction with the council for events in the summer 2024. This would potentially be in conjunction with the Kite festival that the council organises. Council agrees in principle to support this event and will work with Hal in the lead up to the event.</p>	
106/11/FC/23	TRAINING AND REMAINING BUDGET	<p>CO presented the EALC training schedule and confirmed the remaining budget was £2015. Cllrs to review and confirm any additional training they may wish to undertake.</p> <ol style="list-style-type: none"> 1. Cllr Clegg, Cllr English are booked on the advanced training course. 2. CO to provide some additional information to Cllr Norman on the availability to do courses online. 3. Cllr Rawlinson and Cllr Clegg are booked to do the safeguarding training. 4. Cllr Bown requested to do the Councillor training scheduled for March 2024. CO to book Course. 5. CO and OC are carrying out IICA and CiLCA training. 6. Cllr Stratton requested to do the first aid training alongside the Town Warden 7. Town Warden to be booked on manual handling and H&S at work. 8. Additional costs for CiLCA training of £250 will be spread over 2 financial years. <p>Proposed by Cllr Munford, Seconded by Cllr Skeens.</p> <p>Cllr Rawlinson proposed acceptance of all training to be booked seconded by Cllr Skeens. Office to book as required.</p>	NP/KT

107/11/FC/23	ACCOUNTS AND TRANSFER OF FUNDS	<p>1. To approve and sign the monthly reconciliations for October 2023. Cllr Clegg confirmed the reconciliation has been audited.</p> <p>Resolved Agreed, signed by the mayor.</p> <p>2. To agree the transfer of funds for November 2023 to meet the Town Council's financial requirements. – Cllr Munford confirmed that the staff salaries items states TBC due to the receipt of pay increases via the NALC.</p> <p>Resolved Agreed, CO to upload payments via the councils banking system</p>	NP
108/11/FC/23	UPGRADES TO INTERNET – COUNCIL CHAMBERS	<p>CO presented costs from our computer service provider to upgrade the internet in the chambers to fibre. CO confirmed that the council chambers address does not exist on the postcode finder. CO has now added the address to allow for the connection to take place.</p> <p>This will facilitate a better service to the chambers and support the SEP and CCTV.</p> <p>Cllr Bown Proposed to accept seconded by Cllr English.</p> <p>CO to engage with Computer centre to initiate works.</p>	NP
109/11/FC/23	CO-ORDINATORS, COMMITTEE AND WORKING GROUP REPORTS	<p>To receive co-ordinators' reports: Cllr Stanbury and Cllr Skeens thought they were on the Tourism Committee, CO confirmed that they are indeed on the tourism committee.</p> <p>GENERAL PURPOSES/COMPLIANCE.</p> <p>1. Office refurbishment works are required to bring the office up to standard, to ensure compliance with fire and electrical regulations. Quotation from local surveyor has been provided.</p> <p>Cllr Norman proposed the scope in principle Seconded by Cllr Munford</p>	

		<p>CO to obtain additional quotes be bought to the next meeting before proceeding.</p> <p>2. The Town sign requires repair.</p> <p>Cllr Clegg proposed we remove the sign and replace with the spare previously purchased town sign. Opposed by Cllr Norman and Cllr Skeens. Council agreed to keep and repair the existing sign.</p> <p>3. Dementia Garden, additional quotation has been requested for Skippers to build planters along the edge.</p> <p>CO to bring to Council once received.</p> <p>Cllr English proposed to rename the area as the name 'dementia' Seconded by Cllr Skeens.</p> <p>Agreed to change name to Council Gardens.</p> <p>4. Ring Doorbell has been installed to alert staff as to who is coming to the door. There is no facility to record or take a picture of any members of the public.</p> <p>5. Chamber Cleaning, we are awaiting a quote to clean the skylights.</p> <p>HIGHWAYS,</p> <p>1. Cllr Scott has moved positions, and a new member has taken over Cllr Cuningham his role as highways.</p> <p>2. Pothole repairs have taken place in Alexander Road, and other areas around town.</p> <p>3. Witney Road resurface is due to commence. The option of bollards has been declined.</p> <p>4. There is no further funding for SEPP at this stage, any additional works required may</p>	<p>NP</p> <p>NP</p> <p>ALL</p>
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		<p>need to be funded by the town.</p> <p>5. Cllr English requested that the pothole on station road outside the library be chased up.</p> <p>6. Walk of the town with SEPP and CET. There is no funding available for any white lining in town, Council will need to consider budget should we wish to repaint the parking bays at the bottom end of town.</p> <p>Cllr Bown to continue to pursue the painting of the zebra crossing.</p> <p>7. Following a meeting with Essex highways, the CO and I will bring back to council new proposals for entrance signs into town.</p> <p>8. Millfields caravan site, it has been confirmed that there is no official right of way where the new caravan park is due to be sited.</p> <p>9. Providence carpark tenders are being prepared, site visits have taken place, and we are working with a company for installation of EV chargers. Meeting with UKPN next week to obtain a quote for power supply.</p> <p>ENVIRONMENT,</p> <p>1. Hanging baskets in town. Cllr Norman proposed we investigate providing hanging baskets in the Highstreet these will be subsidised by proprietors at a reduced charge. seconded by Cllr Bown.</p> <p>CO to make agenda item for next meeting.</p> <p>2. Station Road planting Cllr Norman proposed we investigate upgrading the planting along station Road. Seconded by Cllr Munford.</p>	<p>ALL</p> <p>DB</p> <p>DB</p> <p>DB/NP</p> <p>DB/NP</p> <p>NP</p>
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		<p>CO to make agenda item for next meeting.</p> <p>3. Tree works in town. Cllr Norman proposed we carry out tree works across town to remove dead/dying trees and replace with newly donated ones. Seconded by Cllr Munford.</p>	NP
		<p>CO to make agenda item for next meeting.</p> <p>HEALTH AND WELLBEING.</p> <p>1. Action Plan produced, Cllr Munford explained the action plan particularly around youth engagement, Cllr Stanbury will report back at future meetings. Footpath walks are being trailed in conjunction with the environment and highways committees, reporting back any repairs required. Healthy Eating including food package waste buy in from local businesses.</p> <p>CO confirmed paths 12 and 14 require looking at and reporting on. Cllr Skeens requested that information be sent to him to allow publication of the walks. Cllr Munford proposed the adoption of the action plan with a view to a small sum of £500 being required to promote if required. Seconded by Cllr Skeens.</p> <p>2. Community Hub Cllr Rawlinson confirmed he had a meeting with some residents regarding what could be done across town in terms of community engagement. Cllr Munford confirmed that this has already been explored and the URC are doing an awful lot across town. Cllr Rawlinson requested that this is publicised more. Cllrs Munford and Stanbury confirmed this is communicated very well and is on our own website.</p>	NP
			MAM/PS

		<p>TOURISM</p> <p>1. Impromptu meeting took place at the last councillor surgery between Cllrs Clegg, Stratton, and English.</p> <p>Cllr Clegg proposed a road closure for the tree lighting and Santa event and a cost of £300 be agreed. All councillors agreed. CO to organise purchases.</p> <p>Cllr Clegg proposed a cost of £100 for the carol service on the 17th December for mince pies and wine. All councillors agreed. CO to organise purchases.</p> <p>CONSERVATION</p> <p>1. Pavement seating A walk with the conservation officer took place and the street seating was discussed, this has been passed to the licencing team to follow up with the individual establishments. Ground Coffee house are in the process of opening a seated café in the old barbers which will remove the seating on one side. Other business will need to apply for licences via the proper channels.</p> <p>2. Clock tower properties One of the windows situated by the bus stop is in quote a disrepair. Cllr Stratton has liaised with the leaseholder group to establish the owner and how we can go about getting the window repaired to improve the outlook of this building.</p> <p>CO to investigate utilising one of the powers of the council to carry out the works with a view to a possible recharge.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CLLR RAWLINSON LEFT THE MEETING AND HANDED OVER TO CLLR CLEGG TO CONTINUE.</p> <p>COUNCILLORS AGREED TO CONTINUE ON WITH THE MEETING PAST THE 2.5 HOUR ALLOCATED TIME</p> </div>	<p>NP</p> <p>NP</p> <p>NP</p>
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		ALLOTMENTS 1. Copy of the AGM minutes were provided and read by Cllrs. RIVER CROUCH STEERING GROUP 1. Cllr Stratton highlighted that the group also consider the footpath elements which include the Wallasea island. Cllr Munford and Cllr Stratton to liaise around the inclusion of this.	SS/MAM
110/11/FC/23	TOWN COUNCILLORS REPORT	DHBUG report provided by Cllr Norman, read, and received by all councillors. CO has received an update on feedback regarding fleet suitability and condition and requested that Cllr Bown and Norman provide a further update. Cllr Clegg requested that the timetables are updated regularly.	DB/UN
111/11/FC/23	DISTRICT COUNCILLOR REPORTS	Cllr Bown confirmed the meeting at MBC was adjourned so nothing to report at this time. CO provided monthly reports for Cllrs to review and read for information.	
112/11/FC/23	COUNTY COUNCIL REPORTS	CO liaised with other parishes within the southminster division, and those parishes are happy to receive the information on a daily/weekly basis to ensure items are disseminated in a timely manner. If the requirement for a report is required, this can be bought about at the ballot box for the county elections. CO to continue to pass on relevant information as it is received.	NP
113/11/FC/23	THE WATERSHED	To be discussed under P&C CO to bring back to next meeting	NP
114/11/FC/23	BUDGET SPEND TO DATE	Cllr Clegg proposed deferring this item to be discussed at an Extra Ordinary meeting. CO suggested the EOM be held on 28 th November following on from Planning. Further meeting dates to be agreed. Cllr Munford noted that the reports for finance have greatly improved and thanked the Chief Officer and Cllr Clegg for their hard work.	
115/11/FC/23	CHIEF OFFICERS REPORT	Deferred to next meeting 28/11/23	

116/11/FC/23	GRANTS AND DONATIONS	<p>1. Donation requests received as follows: EAHAA - £250 to support the charity. Proposed by Cllr Bown, Seconded by Cllr Skeens.</p> <p>Girlguiding – Request for support for the jamboree, no specific amount was requested but would like some funding to assist with the purchase of new tents. Cllr Munford proposed offering the remainder of the grants budget seconded by Cllr Clegg. CO to make payments as approved</p>	NP
117/11/FC/23	POLICY REVIEW	Deferred to next meeting	
118/11/FC/23	UPCOMING EVENTS	Covered under agenda item 9	
119/11/FC/23	COMMUNICATIONS/DIARY DATES	CO requested that all councillors utilise the councillor calendar to ensure that all meetings and Cllr activities are communicated to ensure all members are aware of activities taking place. Communications team to look at the best way forward by using Google Calendar.	NP/NS
120/11/FC/23	PUBLIC FORUM	No members of the public were in attendance.	
121/11/FC/23	DATES OF NEXT MEETING:	Planning 28 th November 2023 Extra Ordinary 28 th November 2023 Full Council 12 th December 2023	
122/11/FC/23	EXCLUSIONS OF THE PUBLIC AND PRESS	No members of the public or press were in attendance.	
123/11/FC/23	AUDIT REVIEW	This item was moved into public session at the request of Cllr Rawlinson.	
124/11/FC/23	STAFFING MATTERS	Cllr Munford updated members on staffing matters.	
125/11/FC/23	CLOSURE OF THE MEETING	The meeting was closed at 21:50	