



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 16th JANUARY 2024 @7:30pm AT THE CHAMBER HALL, COUNCIL OFFICES, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Attendance: Chief Officer, 5 x members of the public

Present: Cllr Rawlinson, Cllr Stanbury, Cllr Skeens, Cllr Stratton, Cllr Bown, Cllr Carter, Cllr Norman, Cllr Clegg✓

ITEM No	TITLE	DETAIL	ACTION
101/01/FC/24	APOLOGIES FOR ABSENCE	Cllr Munford, Cllr English.	N/A
102/01/FC/24	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
103/01/FC/24	TOWN MAYOR'S ANNOUNCEMENTS	No Mayors Announcements provided	
104/01/FC/24	MINUTES	Chief Officer advised that councillor Carter had been left of the minutes and will amend the minutes prior to signing. Otherwise, minutes agreed.	NP
105/01/FC/24	PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA	<p>Question on accounts – is there an update from the filming company on any progress, Chief officer stated she hadn't received any update into the office however Cllr Skeens was able to update by clarifying that the funds have been used to provide location hire accommodation and food.</p> <p>Cllr Rawlinson noted that the email sent out the office was not included,</p> <p>Mrs Stamp enquired as to where the supporting documentation was as it should be uploaded prior to the meeting, Chief Officer confirmed that the budget set meeting documents will be uploaded with the minutes from that meeting. And</p>	

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		accepted that the loading of paperwork prior to the meeting is a legal requirement, Chief Officer confirmed that it will be loaded up in good time going forward.	
106/01/FC/24	ACCOUNTS AND TRANSFER OF FUNDS	<p>1. To approve and sign the monthly reconciliations for December 2023.</p> <p>Resolved Agreed, signed by the mayor.</p> <p>2. To agree the transfer of funds for January 2024 to meet the Town Council's financial requirements.</p> <p>Resolved Agreed, signed by the mayor.</p> <p>CO to upload payments via the councils banking system.</p> <p>Cllr Clegg confirmed that a new column has been entered on the spread sheet to record the minute reference of the item to be agreed so members authorising payments can refer for confirmation.</p>	<p>NP</p> <p>NP</p>
107/01/FC/24	Town Council Gardens	<p>Quotation to install a planter to form a barrier to remove the element of potential fall from the step for the sum of £1050.00 The contractor has confirmed the height meets the H&S requirement; however, they have provided a disclaimer to the quotation.</p> <p>The contractor has been provided with the request for completion of the remaining works and will confirm a date. The planters are made of soft wood timber.</p> <p>Cllr Norman requested confirmation that the contractor will complete the work at no extra cost.</p> <p>Cllr Rawlinson asked if the contractor would be prepared to pay for the installation of the planters. Cllr Norman proposed we ask then contractor and Cllr Stratton seconded. All councillors agreed.</p> <p>CO to liaise with contractor and report back at next council meeting.</p>	NP
108/01/FC/24	TOWN SIGN	<p>CO reported that the town sign was taken down due to damage and rotten wood. The town warden is renovating the sign; however, sign paint is required to match in the existing colours.</p> <p>CO to obtain quotations from local</p>	NP

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		<p>business on replacing/repairing the brickwork, Cllr Skeens and Cllr clegg to put suggested companies in contact with the CO to liaise.</p> <p>Cllr Norman proposed to get the paint Cllr Rawlinson stated that it can be purchased under the general purpose's authorisation process.</p> <p>CO to look at alternative options than wood/timber</p>	
109/01/FC/24	PROVIDENCE CARPARK	<p>A report was provided by Cllr Bown to agree the recommended contractors for works to the car park, including electrical supply, repair and resurface and installation of EV charging units. 3 contractors were invited to quote, and the Chief Officer and Cllr Bown have reviewed, measured on price and quality.</p> <p>CO and Cllr Bown recommend a core sample be taken to understand what the quality of the subbase for the carpark before commencement of the works.</p> <p>Cllr Bown proposed contractor C be awarded the contract</p> <p>Cllr Skeens asked if Cllr Bown is satisfied with the background and ability of the proposed contractor, Cllr Bown confirmed that the accreditation and previous works are of a high standard.</p> <p>Cllr Skeens asked that we investigate further by liaising with bigger councils for advice before we enter the contract.</p> <p>Cllr Clegg suggested liaising with Maldon over the recent Butt Lane carpark. Cllr Norman asked if councils have a list of preferred suppliers, and we should approach Maldon for suppliers from their preferred supplier list and if they can comment on the decisions made by this council.</p> <p>Cllr Skeens proposed the item is to be deferred to next month, with the CO clarifying the points raised at this meeting.</p> <p>Cllr Rawlinson seconded. All present agreed.</p>	DB/CO
110/01/FC/24	CONFIDENTIAL WASTE COLLECTIONS	<p>Cllr Clegg asked the chief officer to liaise with the contractor and look at a reduction in cost and or collections.</p> <p>Cllr Clegg proposed that we</p> <p>Recommendation is that we purchase the bin for £90.00 and go with an ad hoc collection.</p> <p>Seconded by Cllr Norman. All present agreed.</p>	CO

		CO to proceed with the 90-day termination and purchase bin	
111/01/FC/24	OBSERVATORY	<p>Cllr Skeens gave a brief induction of the concept of the installation of the observatory which was bought in by a previous administration. The location is down by the marina at the sea wall edge where some black railings are installed. The area is known as sunset point and is a splendid location for viewing spectacular sunsets which this town is known for.</p> <p>The concept is to put down a sunset protractor which will enable viewers to watch the sun drop into the different slots on each day and understand the cycles of the seasons. Tides and constellations will be depicted on the ground. The concept was born from an ancient installation in Peru. This is a unique idea which will be a first for the county and increase tourism.</p> <p>Estimated costs at this point are £20,000 and EMR have been agreed for this amount.</p> <p>Maldon district council were initially in support however, the funds were allocated elsewhere due to the site is not on Maldon land but owned by Crown estates who liked the idea of this as a landmark to their marina.</p> <p>Cllr Skeens proposed to receive the support of this council to proceed with the idea and to look into sponsorship</p> <p>Cllr Stanbury proposed to support</p> <p>Cllr Bown seconded</p> <p>All in attendance agreed</p> <p>CO to leave the item on the agenda for regular updates</p>	NS
	CIVIC AWARD CEREMONY	<p>Every year the Mayor in conjunction with the council to look at a civic award service to give out awards to local residents on their achievements.</p> <p>The mayor is to choose the nominees.</p> <p>CO proposed 8th 15th 23rd of March.</p> <p>Councillors to come back and confirm availability on those dates.</p>	DC/CO
112/01/FC/24	UPCOMING EVENTS	<p>Cllr Norman proposed that the children of the local play groups and primary schools continue with the annual event of planting the planters at the station house organised by the station house adopters however this does include the attendance of the mayor and or deputy. This happens in June. This includes a display of all previous planting days.</p>	NP/ALL

		<p>Cllr Skeens seconded All present agreed. Cllr Clegg and Chief officer to work on the easter egg hunt for the town. Cllr Clegg proposed that we do an event to celebrate the D-Day landings by having a 40s weekend, working with businesses, schools and WI to celebrate town wide. Including a fun fair, open air cinema, music and dancers. This can be in collaboration with Maldon District Council. Cllr Skeens added utilising the local cadets to do an re-enactment. Cllr Bown seconded All members present agreed Cllr Clegg proposed looking at the 200th anniversary of the RNLI to do an event and collaborate with other parish councils with a view receiving some funding. Cllr Stanbury asked if anything is going to be done around Quay day/Burnham Week, as representative we need to ensure we work with them to make sure things are done correctly this year. Cllr Skeens proposed we give the clubs the support they need to achieve a great day. Seconded by Cllr Bown All present agreed.</p>	
113/01/FC/24	COMMUNITY AND GROUP MEETINGS	<p>CO officer confirmed following some advice from Maldon is that the committee and group meetings are scheduled in by the office including agendas, minutes and invitations and co ordinate accordingly. Cllr Norman agreed that there is a cross over amongst committees for example footpaths, which is also included under health and wellbeing. Cllr Carter sits on both groups and is happy to feed back between the two. Cllr Rawlinson proposed Cllr Skeens seconded All present agreed Cllr Norman to consider swapping places with Cllr Munford on the Dengie group of parishes in May, CO to set up a meeting with both to discuss a way forward. Cllr Norman has bought to the CO for a membership fee of £5.00 from the council, however as council provide the facilities and a representative the fee is not required.</p>	NP

EC Clegg

114/01/FC/24	GROUP AND COMMITTEE REPORTS	<p>H&WB – Cllr Stanbury read a statement around the surgery. Who are meeting with the save our surgery group and the ICB on the 31st January 2024. They will be walking the route to Burnham waters and discuss further the options. A full statement will be provided.</p> <p>Information is available for the council to review at the next meeting the fundamental principle of keeping the surgery in its location.</p> <p>CO to be included in a meeting with the ICB and district councillors to be able to report back to council on matters for debate.</p> <p>Environment report was read by Cllr Norman including updates on skippers work across town and the work of the station house adopters.</p> <p>MDC have declined to add additional planting to the toilet area on the quay, our landscapers have looked and believes the planting is adequate, however Cllr Norman feels that some improvement can be had in that area, this can be discussed at the next environment meeting.</p>	CO
115/01/FC/24	TOWN COUNCILLORS REPORTS	Conservation to be resumed in February, Cllr Clegg asked for the cinema to be contacted regarding the possible squirrel inhabitants	CO/SS
116/01/FC/24	DISTRICT COUNCILLOR REPORTS	Details are passed out across the course of the month as it is provided.	
117/01/FC/24	CHIEF OFFICERS REPORT	No report this month	
118/01/FC/24	PUBLIC FORUM	<p>Are the EV charging points being funded by the council? The company that provides the equipment is provided at little or no cost, The public pay the company to use the unit, and the costs for the power are reimbursed. The council will have the opportunity to purchase the units after 3 years and start to obtain some revenue.</p> <p>A member of the public was attacked by a dog in the country park which led to an altercation, what can be done about it?</p> <p>CO asked for the person to come in provide some further information and the details can be passed to the CET to look at.</p>	

CC 17/24

119/01/FC/24	DATE OF MEETING	Planning 30 th January 2024 Full Council 13 th February 2024	
120/01/FC/24	EXCLUSION OF THE PRESS AND PUBLIC	Cllr Rawlinson proposed the public be excused Seconded by Cllr Skeens All present agreed	
121/01/FC/24	ROLES OF MEMBERS AND COUNCIL PROCEDURES	Council agreed to bring the proposal of training to the next full council meeting for discussion and agreement	CO
122/01/FC/24	STAFFING MATTERS	Update provided on staffing matters following the committee meeting.	CO/FC
123/01/FC/24	CLOSURE OF THE MEETING	The meeting was closed at 21:50	