



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

6th February 2024

ALL COUNCILLORS BURNHAM-ON-CROUCH TOWN COUNCIL

Dear Sir/Madam,

TOWN COUNCIL MEETING

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held at The Council Chamber on **TUESDAY 13th FEBRUARY 2024**

Members of the public and press are welcome to attend the meeting.

Supporting documentation for Agenda items held in the public session of this Meeting will be available via the Council's website.

Please do not attend this meeting if you have a fever and a cough or flu like symptoms. Please use the hand sanitiser as you enter the building.

Yours faithfully

Nichola Payne

Nichola Payne

Chief Officer – 6th February 2024

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.

AGENDA

1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

2 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.

3 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements for January 2024

4 MINUTES

To represent the minutes of the Town Council meeting held on – 12th December 2023 for signing following amendments.

To confirm and sign the Minutes of the Town Council held on – 16th January 2024

To confirm and sign the minutes of the Extra Ordinary Meeting held on – 9th January 2024

To confirm and sign the minutes of the Extra Ordinary Meeting held on 30th January 2024

5 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).

6 ACCOUNTS AND TRANSFER OF FUNDS

a) To approve and sign the monthly reconciliations for January 2024.

b) To agree the transfer of funds for February 2024 to meet the Town Council's financial requirements.

c) Confirmation that the council's purchasing card has been received.

7 TOWN COUNCIL GARDEN

We will aim to have the final works to the garden complete before easter, there will be no further costs from the contractor to complete the works.

Installation of bin – options provided for resolution.

8 ALLOTMENTS

To receive an update from the chief officer regarding progress.

9 TOWN SIGN

The town sign is currently being renovated by the Town warden and is near completion.

We have received two quotations and will be obtaining 1 further quote from local businesses.

10 COUNCIL DEVELOPMENT TRAINING

To discuss and pass resolution where necessary on the council development training being offered by EALC on the 11th April 2024. A bespoke programme is being developed to specifically address the needs of the council, however some of the areas to be covered are:

The roles of members

Improved internal procedures.

Lessening conflict

Exclusion

Civility and respect

Council also to confirm if they would like the Town Warden and Office cleaner to be present at the training.

11 COUNCIL VAN

A recent service on the van was carried out and some advisories have been noted for action. Council to consider the attached and pass resolution where necessary to have the work completed.

We attended Maldon district council and viewed the van for sale; however, this is not suitable for our needs as is too big.

12 BURNHAM SURGERY

The Council are to debate the proposal from Cllr Skeens as follows:

‘This council believes every effort should be made to keep the burnham surgery open in its current geographically central location and is in favour of solutions that guarantee that all local residents, especially the sick, the old, the infirm and the disabled, continue to have easy access to the towns health facilities.’

13 OBSERVATORY.

To receive any update from Cllr Skeens on the installation of an observatory on Riverside Park.

14 ASSET VALUATION REVIEW 2023/24

The town Councils Assets have not been reviewed since 2021/22. This is required for accounting purposes. I have had recent correspondence with the assessor and have been presented with a cost for the works. Council needs to consider the proposal and pass a resolution where necessary on the estimate provided.

Our assets are as follows:

Land at Brickwall Close, Burnham On Crouch
Land south of The Quay, Burnham On Crouch
Land at Glebe Way, Burnham On Crouch
Land at Medway, Burnham On Crouch
Land at Worcester Road, Burnham On Crouch
Land at Ash Grove, Burnham On Crouch
Allotment land, Burnham On Crouch
Council Offices
Providence Road car park
Allotment store
War Memorial
Memorial Gardens
Clock Tower building with clock mechanism.
Two bus shelters
6 finger posts

15 CONTRIBUTIONS TO THE DENGIE GROUP OF PARISHES

To discuss and pass resolution where necessary for the annual contribution to the group of £40.00 as per the attached minutes of the last meeting.

16 UPCOMING EVENTS

- Receive information on upcoming Council events and any required funding.

17 GRANTS AND DONATIONS

To discuss and pass resolution where necessary on grant requests received from the following:

- Burnham Art Trail

- 18 TOWN AND PARISH MEETING**
To discuss the chief officers' proposals for the town and parish meeting and to agree the date for the meeting to be held 20th April at the carnival hall.
- 19 FLAG POLES**
To receive a quote for the servicing of the flag poles and to consider the installation of additional poles further into town.
- 20 NAMING STREET NAMES – NEW DWELLINGS AT CORINTHIAN PLACE**
We have been invited by David Wilson homes to name the street names on the new development on Maldon Road. Councillors to consider the request and pass resolution where necessary.
- 21 CO-ORDINATORS', COMMITTEE AND WORKING GROUP REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 22 TOWN COUNCILLORS REPORT**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 23 DISTRICT COUNCILLOR REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 24 COUNTY COUNCIL REPORTS**
Reports to be considered as read where provided, Members allowed time to seek any clarification as required.
- 25 CHIEF OFFICER'S REPORT**
Report to be considered as read, Members allowed time to seek any clarification as required.
- 26 '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)
- 27 DATES OF NEXT MEETING:**
Planning Tuesday 30th January 2024
Council Tuesday 13th February 2024
- 28 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.
- 29 STAFFING MATTERS**
To receive a report from the staffing committee chair on any matters arising.
- 30 CLOSURES OF THE MEETING**
To close the Meeting having considered and determined all items of business.