



**Councillor Bob Calver, Town Mayor**

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**ALL COUNCILLORS**  
**BURNHAM-ON-CROUCH TOWN COUNCIL**

4 October 2017

Dear Sir/Madam,

**STATUTORY TOWN COUNCIL MEETING**

You are summoned to attend a **Statutory Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Wednesday 11 October 2017 at 7.30 pm.**

Yours faithfully,

TOWN CLERK

*N.B. The Council Chamber has an infra-red loop system. Anyone attending the Meeting who requires assistance with their hearing should ask the Town Clerk who will be pleased to help.*

**AGENDA**

**1 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.**

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

**3 TOWN MAYOR'S ANNOUNCEMENTS**

**4 MINUTES AND MATTERS ARISING**

To confirm the Minutes of the Meeting of the Town Council held on Tuesday 5 September 2017 and the Extraordinary Meeting held on Thursday 14 September 2017.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meetings held on Tuesday 5 and Monday 18 September and Monday 2 October 2017.

**6 TOWN CLERKS' REPORT**

To receive the Town Clerk's Report and pass any Resolutions and Orders as may be necessary.

**7 DIARY DATES**

Members to note: - **SEE SEPARATE SHEET.**

**8 CO-ORDINATORS' REPORTS**

To consider Reports from Co-ordinators and to pass any necessary Resolutions:

- a) General Purposes
- b) Highways
- c) Environment

**9 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

**10 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from Town Council Representatives on external bodies/organizations and in particular: -

- i) to receive a Report from Members who attended the Riverside Park Taskforce Group meeting with Matt Wilson, Countryside and Coast Manager of Maldon District Council, on Wednesday 27 September 2017,
- ii) at the request of Councillor Nick Skeens, to discuss the proposals to return the BMX Track in Riverside Park to a car park,
- iii) at the request of Councillor Nick Skeens, to discuss the waterfront jetties.

**11 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for October 2017 and agree a transfer of funds to meet the Town Council's financial requirements,
- b) To receive the comparison of actual to budgeted payments and receipts to October 2017,
- c) to note that PKF Littlejohn LLP, the Town Council's External Auditors, have completed their review of the Annual Return for the Year Ended 31 March 2017 and the Town Council has received an 'unqualified' Report (on the basis of the External Auditor's review, the information in the Annual Return is in accordance with proper practices and no other matters have come to their attention giving cause for concern that relevant legislative and regulatory requirements have not been met).
- d) to note that the notice of conclusion of audit had been posted on the Town Council's notice boards and website.

## **12 GRANTS AND DONATIONS**

### **The Budget for 2017/2018 is £900.**

- i) Essex & Herts. Air Ambulance – all Members have received a copy of the letter from Mrs Aderyn Gillett, Trust Fundraising Coordinator, requesting the Town Council's financial support. This year the service celebrates its 20<sup>th</sup> Anniversary.
- ii) The Great Burnham Bonfire – all Members have received a copy of the letter and Annual Report from The Revd Canon Mark North, requesting financial assistance towards the cost of providing a toilet unit for the event. Members are reminded that the Town Council made a donation of £240 in 2016 (Minute 186 of 8.11.16).
- iii) Maldon & District Citizens Advice – all Members have received a copy of the letter from Lucy Bettley, Bureau Manager, requesting the Town Council's financial support. Members are reminded that there is a provision of £1,000 in the 2017/18 Budget (separate line item).

**Members are requested to consider and determine the above.**

## **13 TOWN COUNCIL SURGERIES**

A Surgery will be held in the Council Offices between 10.30 and 11.30 am on the following dates: - (no appointment is necessary)

SATURDAY 14 OCTOBER – to be confirmed.

The Town Clerk will report on the Surgery dates for November and December.

## **14 LOCAL DEVELOPMENT PLAN and NEIGHBOURHOOD DEVELOPMENT PLAN**

- a) To receive an update on the Maldon District Local Development Plan.
- b) Neighbourhood Development Plan: -
  - i) to receive a Report from Members of the Neighbourhood Development Plan Working Group on their first Meeting, held on Friday 29 September 2017, to determine the Terms of Reference of the Group,
  - ii) to consider the appointment of a Neighbourhood Development Plan Co-ordinator,
  - iii) further to Minute 119 b) of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, to consider if the Town Council wishes to make a formal request to Maldon District Council for financial assistance toward the cost of printing 100 copies of the final NDP document, following the District Council's claim for a grant from the Department for Communities and Local Government (DCLG).

## **15 RSPB WALLSEA ISLAND WILD COAST PROJECT (standing item)**

To receive any updates on the above.

## **16 NEIGHBOURHOOD ACTION PANEL (formerly local police community meeting)**

To receive a report from Members who attended the meeting held on Thursday 28 September and to note that the next meeting will be held on Thursday 30 November.

## **17 LONDON SOUTHEND AIRPORT (LSA) CONSULTATION**

Further to Minute 122 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, all Members have received a copy of the email from Sam Petrie, Airport Development Co-ordinator, in response to the points raised by Councillors Peter Elliott and Nick Skeens and Mr John Hitcham during their recent visit to London Southend Airport. The Town Council's formal response to the Consultation has been submitted.

## **18 TOWN COUNCIL WEBSITE**

Further to Minute 124 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, to receive a Report and recommendation from Members of the Website Working Group.

**Members are requested to appoint a website designer/operator and to nominate a Town Councillor to act as the Town Council's Website Co-ordinator.**

## **19 STANDING ORDERS AND FINANCIAL REGULATIONS**

Further to Minute 126 of the Extraordinary Meeting of the Town Council held on Thursday 14 September 2017, all Members have received a copy of the new 'draft' Standing Orders and Financial Regulations.

**Members are requested to consider and adopt the new Standing Orders and Financial Regulations.**

## **20 COMMUNITY PROTECTION TEAM – 'TruCam'**

All Members have received a copy of the letter from Adrian Rayner, Community Protection Team Leader, in respect of the above. The Community Protection Team have been trained by Essex Police to operate the TruCam speed cameras and will be in a position to offer this service to the Parish and Town Councils that they are contracted to. In order to set up the procedures with Essex Police, Mr Rayner has requested details of the roads the Town Council would like monitored in the Town. These sites will then be registered with Essex Police and allocated a site number to allow for speed enforcement.

**Members are requested to consider and determine the above.**

## **21 CHRISTMAS TREES**

All Members have received a copy of the quotation in respect of the above. The Town Clerk will report on the provision of a tree for the 'Fiveways' location.

**Members are requested to consider and determine the provision of Christmas trees within the Town for 2017.**

## **22 ANY OTHER BUSINESS**

Subject to prior notice having been given to the Town Mayor.

The Town Clerk will report on the NALC guidelines for 'Any Other Business'.

## **23 QUESTIONS**

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.

## **24 EXCLUSION 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.

## **25 LAND MATTERS AND TOWN COUNCIL OFFICES**

i) to receive an update in respect of the Allotment site in Arcadia Road and

ii) to receive a Report from the Town Mayor and Clerk in respect of the Council Offices.

## **26 CLOSURE OF THE MEETING**

To close the Meeting having considered and determined all items of business.