

**MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH
TOWN COUNCIL HELD ON THURSDAY 13 OCTOBER 2016**

**Present: - Town Mayor, Councillor Ron Pratt.
Deputy Town Mayor, Councillor Mrs Una Norman.
Councillors – Mrs Wendy Stamp and Mike Wood.**

In Attendance: - Sarah Grimes and Paul Harris, Town Clerks.

137 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bob Calver, Mrs Helen Elliott, Peter Elliott, Mrs Louise Pudney and Neil Pudney.

138 DECLARATIONS OF INTERESTS

There were none.

139 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Ron Pratt reported that he had attended the following:-

- i) Rugby Club Fun Day.
- ii) Dengie Enterprise Support Event.
- iii) Carnival.
- iv) RSPB Presentation. The Mayor stated that the flow rates of the river had not changed significantly and whilst the river is not silting, Wallasea Island is.
- v) Networking Event at Dammerwick Farm. Local businessman Dan Hull gave a presentation about Innovation in Food and how his business has benefited from grants.

140 COMMUNITY PROTECTION OFFICERS (BURNHAM RANGER SERVICE)

The Town Mayor welcomed Adrian Rayner, Community Protection Officer (CPO) Team Leader for Maldon District Council and Sharon Bartle, CPO, to the Meeting.

Mr Rayner updated Members on the CPO Service.

There are ten full time Community Protection Officers, working 365 days of the year from 8 am to 11 pm.

Their duties include

- anti-social behaviour
- dog Fouling
- litter fouling
- abandoned vehicles
- fly tipping
- graffiti
- stray dogs
- river patrols/enforcement
- educational events within schools

Parking Enforcement –

- off street parking/car parks
- on street parking/resident zones
- working with the South East Essex Parking Partnership

140 COMMUNITY PROTECTION OFFICERS (BURNHAM RANGER SERVICE) (continued)

Community Safety Scheme Accredited –

- the scheme creates a framework for public and private bodies to work in partnership with the Police, providing additional uniformed presence in communities and capitalising on the skills and information captured by those already engaged with the community.

River Patrols/ Enforcement –

- In May the Council spent £15,000:00 on two water bikes in a bid to crackdown on anti social behaviour on the water. MDC successfully prosecuted four individuals for breaking by-laws on the water.

Mr Rayner confirmed that the river patrols are in addition to, and not replacement for, the Burnham Marine Police Unit.

Burnham has over 200 people involved in its Park Watch scheme.

The CPOs are working with youth groups.

The CPOs will be the first unit in the Country to use the ‘Trucam’ system. The Trucam collects and stores a complete chain of evidence for both speeding and tailgating, along with a high resolution image that identifies vehicle make, model and license plate number and facial characteristics of the driver.

Mr Rayner stated that the ‘Ranger’ team used to work closely with the Police but that cuts in Police manpower have made a dramatic difference. He currently has more officers in his team than Sgt. Morley has in his own.

Councillor Mrs Wendy Stamp expressed concerns that policing duties are being passed to the CPOs. She commended Mr Rayner and his team and he stated that residents have responded positively to the new CPO uniform.

Concerns were raised that the CPO team would be ‘spread too thinly’ and it was asked how visible the team will be in Burnham. Mr Rayner confirmed that there are evening patrols for ASB issues and that Officers will be out in the field more of the time. The CPOs do not always patrol in pairs. The busiest day is Friday. That week, five fines had been issued in respect of littering.

The Town Mayor requested that the CPOs target the parking outside the schools in the Town. He suggested a five day attendance between 2.30 and 3 pm each day.

Councillor Pratt also asked if the Public Spaces Protection Order could be used for enforcing dogs on leads. Mr Rayner responded that it could.

The Town Mayor thanked Mr Rayner and Mrs Bartle for attending the Meeting.

141 MINUTES AND MATTERS ARISING

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 6 September 2016, be confirmed and signed.

Matters Arising:-

Minute 122 - RNLI SIGNAGE

The Town Clerk reported that she had spoken to a local engineer with regard to repair of the damaged directional arm and that he had carried out a preliminary visual inspection on 6/10/16. He had reported that it may be difficult to remove any of the arms due to corrosion and further damage may be caused if he attempted to do so. The Town Clerk confirmed that a more detailed inspection would be carried out during the following week.

Minute 125 - ERECTION OF A PLAQUE AT THE STATION HOUSE IN RECOGNITION OF COUNCILLOR MRS UNA NORMAN & MR TED NORMAN

Councillor Mrs Una Norman declared a Personal Interest and left the Chamber.

141 MINUTES AND MATTERS ARISING (continued)

Councillor Mike Wood stated that he had spoken to the Town Clerk and that wording taken from Minute 38b) of the Meeting of 26 May 2015 would be suitable for the plaque and it was

RESOLVED: - that the plaque be erected “in recognition of Councillor Mrs Una Norman and Mr Ted Norman for their considerable efforts, over many years, to bring the Station House Project to fruition”.

142 PLANNING COMMITTEE MINUTES

RESOLVED: - that the confirmed Minutes of the Planning Committee Meetings held on Tuesday 6 and Monday 26 September 2016, be duly received.

143 ENVIRONMENT COMMITTEE

RESOLVED: - that the confirmed Minutes of the Environment Committee held on Wednesday 20 July 2016, be duly received.

Members noted that i) the unconfirmed Minutes of the Meeting of the Environment Committee held on Wednesday 28 September, had been circulated and ii) the next Meeting of the Environment Committee would be held on Wednesday 23 November 2016.

The Town Clerk confirmed that she had contacted Matt Wilson, Countryside and Coast Manager at Maldon District Council and an initial Riverside Park Liaison Meeting had been arranged for Tuesday 18 October at 10 am in the Town Council Chamber.

144 TOWN CLERKS' REPORT

This was noted.

Late Item - The Town Clerk reported that Hamish MacDiarmid, Essex Shed Network Co-ordinator, had confirmed that the Southminster Shed Project had now received its 'change of use' planning permission and he is currently looking for potential “shedders” to form their own committee. There would be an information day at Southminster Memorial Hall, in due course.

145 DIARY DATES

Members noted the following:-

- a) **Burnham Town Council Planning Meeting – Thursday 13 October
7 pm in the Town Council Chamber.**
- b) **Burnham Town Council Statutory Meeting – Thursday 13 October
7.30 pm in the Town Council Chamber.**
- c) Riverside Park Liaison Meeting - Tuesday 18 October
10 am in the Town Council Chamber
- d) **Burnham Town Council Budget Meeting – Tuesday 25 October
7.30 pm in the Town Council Chamber.**
- e) DHBUG Public Meeting - Wednesday 26 October
12.45 pm in the Town Council Chamber
- f) Chamber of Commerce Extraordinary General Meeting - Monday 31 October
7.30 in the Town Council Chamber
- g) DHBUG Committee Meeting - Tuesday 1 November
2 pm in the Town Council Chamber
- h) Dengie D' Caf – Wednesday 2 November
10 am – 1 pm in the Town Council Chamber.
- i) Royal British Legion Annual General Meeting – Wednesday 2 November
7.30 pm in the Town Council Chamber.
- j) Friends of Hester Place Meeting - Friday 4 November
6.45 pm in the Town Council Chamber.
- k) **South Eastern Area Planning Committee Meeting – Monday 7 November
7.30 pm in the Town Council Chamber.**

145 DIARY DATES (continued)

- l) Burnham Town Council Planning Meeting – Tuesday 8 November
7 pm in the Town Council Chamber.**
- m) Burnham Town Council Meeting – Tuesday 8 November
7.30 pm in the Town Council Chamber.**
- n) Chairman of Maldon District Council Armistice Day Firing of the Maroon Ceremony
and Two Minute Silence – Friday 11 November
11 am at the War Memorial.**
- o) Town Council Surgery – Saturday 12 November
10.30 am – 11.30 am in the Town Council Chamber.**
- p) Remembrance Sunday – Sunday 13 November
The Service will take place at 10 am at the Baptist Church, followed by
The Act of Remembrance and Laying of Wreaths at the War Memorial.**

146 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott was not present.
- b) Highways – Councillor Bob Calver had submitted a detailed written report which had been circulated to all Members.
The Town Clerk/RFO reported on damage to the Town sign on the Southminster Road. The sign is in the ownership of the Town Council. The excess on the Town Council's insurance policy is £100:00 and a quotation for repairs had been received in the sum of £295:00 and it was
RESOLVED: - that the quotation for repair works in the sum of £295:00 be accepted.

147 DISTRICT COUNCILLORS' REPORTS

The Town Mayor reported as follows:-

Community Services – the Committee had considered the report on the Consultation on the Police and Crime Plan 2016-2020. Members had expressed concerns that there was not enough in the Plan regarding the detection and solving of crime.

Councillor Pratt stated that he feels the Police have withdrawn and the left the Dengie to its own devices and Maldon District Council have been left to fund what the Police should do. He stressed that CPOs are not Police Officers.

Councillor Mrs Wendy Stamp had asked for details as to how extra Police Officers would be funded. It is accepted that rural crime is difficult to police. Councillor Mrs Stamp stated that she and Mr Ken Harris would be attending a public meeting of the Police and Crime Commissioner, Roger Hirst, on 1st November and they hoped to be able to speak to him.

Councillor Pratt reported that the Committee had received an update on the first three months of the new waste and recycling collection service. There is an increase in food waste recycling of 99.8% and a 13% increase in dry recycling. Refuse had decreased by 30%. Recycling percentage improvements would mean a decrease in landfill charges.

Councillor Mrs Wendy Stamp asked if there would be any financial rebate.

Councillor Pratt responded in the negative. He stated that Government funding is being reduced and in order to maintain services there is a need to find efficiencies.

Councillor Mrs Wendy Stamp stated that she had attended the last Full Council Meeting of the Maldon District Council and had been very upset by a remark from the Chair that 'Town Councillors are expendable'.

The Town Mayor stated that the remark had been made during discourse in respect of the review of the venue for Meetings of the South Eastern Area Planning Committee.

Councillor Pratt suggested that Councillor Mrs Stamp, at the next Full Council Meeting of the Maldon District Council, ask the Chairman if it had been an appropriate remark.

147 DISTRICT COUNCILLORS' REPORTS (continued)

Councillor Mike Wood referred to the additional £110,000:00 for the purchase of a Combined Heat and Power System (CHP) for the Blackwater Leisure Centre. Councillor Wood asked, in light of the budget shortfall, if officers' reports had been "factual and true".

Councillor Pratt responded that he had no reason to doubt the information he had received.

148 TOWN COUNCIL REPRESENTATIVES' REPORTS

All Members had received copies of the following:-

- i) Minutes of the Meeting of the Friends of Hester Place held on 2.9.16.
- ii) Minutes of the Meeting of the Joint Clubs' Committee held on 1.10.16.
- iii) Report on the Anglia Level Crossing Reduction Strategy consultation event held in Wickford on 1.10.16, submitted by Paul Haworth, the Town Council's Passenger Transport Representative.
- iv) Chamber of Commerce Notice of Extraordinary Meeting to be held on 31.10.16.

Councillor Mrs Una Norman had submitted a written Report on the Allotment Holders' Association Meeting in September.

Councillor Mrs Wendy Stamp reminded Members that the John Mardon Quiz would be taking place on 9 November 2016 at the Southminster Bowls Club.

The Town Clerk reported that the asbestos on Footpath 5 had not been cleared as previously indicated on Essex County Council's website. The issue had now been passed to the ECC Enforcement Team. She further reported that the issue with the self closing gate at the Foundry Lane level crossing had been reported to the PROW Inspector who had contacted the Network Rail Level Crossings Manager to get repairs actioned.

The Town Mayor reported that the Carnival had been a wonderful occasion and on behalf of the Town Council he thanked the Carnival Committee for their efforts. The collection had raised approx. £5,500:00. Councillor Pratt reported that the Queens' Tea, which had been held at the Royal Corinthian Yacht Club, had been attended by the Chairman of Maldon District Council, Lord Petre, the Lord Lieutenant of Essex and the Town Mayor of Maldon and that it had been a lovely afternoon.

Councillor Pratt stated that at the Carnival Committee Meeting it had been suggested by the President that the Committee take over the organization of the Christmas Fayre. In previous years the Town Council had given support with the event management plan, road closure application and had also provided insurance coverage for the event. However, concerns had been raised about the amount of work taken on by the Town Clerk's office.

Councillor Mike Wood stated that this Item should be included on the Agenda of the next Meeting of the Town Council to be held on 8 November. Councillor Pratt responded that this would be leaving it too late to proceed with this year's Fayre and the Town Council would need to offer its support at this Meeting.

The Meeting was adjourned briefly to allow John Randall, President of the Carnival Committee, to speak. Mr Randall stated that the Carnival Committee had some provisos, one of them being financial support from the Town Council.

The Town Mayor responded that this was outside of the scope of the Meeting and it was

RESOLVED: - that the Town Council support, in principal, the Carnival Association Committee's offer to take responsibility for the organization of the Christmas Fayre.

149 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - that the payment of Accounts for October 2016 be approved and signed.**

Members noted that the Citizens Advice Bureau had made a formal request for the £1,000:00 funding provided for in the Town Council's 2016/17 Budget.

- b) The comparison of actual to budgeted payments and receipts to October 2016 was noted.
c) The Town Clerk reported that PKF Littlejohn LLP, the Town Council's External Auditors, had completed their review of the Annual Return for the Year Ended 31 March 2016 and the Town Council had received an unqualified Report. The notice of conclusion of audit had been posted on the Town Council's notice boards and website.

The Town Mayor thanked the Town Clerk for her hard work in the preparation of the Accounts and all Members concurred.

- d) Further to Minute 47d) of the Meeting of the Town Council on 28 June 2016, as below:-

“Further to minute 14 of the Statutory Annual Meeting of the Town Council, held on Wednesday 25th May 2016 it was

Resolved: - Councillor Ron Pratt, the Town Mayor, Cllr Mrs Una Norman, Deputy Town Mayor and Cllr Mrs Helen Elliott are to be the authorised signatories on the banking mandate. The Town Clerks, Paul Harris RFO and Sarah Grimes will also be added but will be unable to sign anything without a countersignature by an authorised councillor.”

The Town Clerk/RFO reported that one of the existing signatories had requested that they be removed from the Town Council's banking mandate. Following detailed debate it was **RESOLVED:- that a) all Town Councillors be authorised signatories on the banking mandate, b) the Town Clerks, Paul Harris and Sarah Grimes, be authorised signatories on the banking mandate and c) any two signatures will suffice but a Town Clerk will require a countersignature by a Town Councillor.**

150 GRANTS AND DONATIONS

The balance of 2016/2017 Budget is £1,025

No applications had been received for this Meeting.

151 TOWN COUNCIL SURGERIES

A Surgery will be held in the Council Offices between 10.30 and 11.30 am on the following dates:

SATURDAY 12 November - Councillors Ron Pratt and Councillor Mrs Wendy Stamp.

SATURDAY 10 December - Councillors Ron Pratt and Councillor Mrs Una Norman.

152 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP)

- a) The Town Mayor stated that there was no update on the Maldon District Local Development Plan.

Members noted that the Maldon District Local Development Plan Consultation runs until Thursday 27 October 2016 and it was

RESOLVED: - that the Town Clerk submit a response to the Maldon District LDP Consultation, reiterating the Town Council's previous comments.

- b) Progress of the Burnham-on-Crouch Neighbourhood Plan (NP).

All Members had received a copy of:-

i) the Minutes of the Steering Group held on 26 November 2015 and

ii) the Report of the former Town Clerk & RFO and the NP/Review Group Clerk, setting out a current “Position Statement” in respect of the Regulation 16 Consultation (R16Con) for the Neighbourhood Plan (NP) as detailed below:-

152 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP) (continued)

“STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

This Statement now includes the amendments made by Maldon District Council (MDC), Allies and Morrison (A&M) and the former Town Clerk/RFO and the NP/Review Group Clerk (FTC/NPRGC) and it has been submitted to MDC.

STATEMENT OF BASIC CONDITIONS (SBC)

This Statement now includes the amendments made by MDC, A&M and the FTC/NPRGC and it has been submitted to MDC.

SCHEDULE OF RESPONSES TO THE DRAFT REGULATION 14 CONSULTATION (R14CON)

This Schedule now includes the amendments made by MDC, A&M and the FTC/NPRGC and it has been submitted to MDC.

DRAFT NEIGHBOURHOOD PLAN FOR R16CON

The October 2016 Draft of the above has been submitted to MDC.

SCREENING OPINION – SCHEDULE OF POLICY CHANGES FROM R14CON TO R16CON

The above schedule of major changes/additions to the NP from the R14Con to the amended R16Con has been prepared by the FTC/NPRGC and submitted to MDC.

MDC is now in the final process of reviewing the above and is hopeful that the Reg. 16 consultation could start before the end of the month. It is not intended to wait on any comments from Natural England, Historic England and Environment Agency before the Reg 16 consultation commences. Any comments these bodies make can be dealt with by the examiner. All the necessary peripheral documents, such as the public notice, web site text etc have been drafted.

INDEPENDENT EXAMINER

Further to the report to the Town Council on 6 September 2016: –

“MDC had already implemented a procurement process for the Langford and Ulting NP examination. That process is now being reviewed to provide additional assessment criteria and will be completed in the next few weeks. The process should be started as soon as possible and can proceed concurrent with the R16Con.”

MDC has now requested: -

“a formal response regarding whether the Town Council is content to use the examiner we already have recruited through the procurement process, or whether they want to have a new procurement process to find an examiner. This would be best done on headed paper (scanned and emailed is fine) from the current Clerk, Chairman, or other appropriate person. If a new procurement process is requested we will need to get this in train quite quickly. “

RECOMMENDATION.

The Town Council is recommended to Delegate Authority to the Members of the NP Review Group – the Town Mayor and Councillor Mrs Wendy Stamp – plus the Deputy Town Mayor and the Town Clerk/RFO or the Town Clerk to submit to MDC the Town Council’s formal decision in respect of the appointment of an Independent Examiner as requested by MDC.

COPY DOCUMENTS

Having regard to the above, and in particular MDC’s intention to publish the Reg. 16 Consultation at the end of the month, it has not been possible for the former Town Clerk/RFO and the NP/Review Group Clerk to assemble a portfolio of documents for the BTC file, Members, the websites and public deposit but these will be completed as soon as possible for circulation by the Town Clerk/RFO or Town Clerk.

152 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP) (continued)

CONCLUSION

The work of the Town Council and the NP Steering Group in drafting the NP is reaching its conclusion and in recognition of this “milestone” in the process, the Town Mayor/Chairman of the Steering Group will be writing to those groups and individuals who have contributed to the process over the past three plus years to express and record the Town Council’s sincere thanks and appreciation.”

The Town Mayor stated that the Town Council should push forward with the Regulation 16 Consultation and the target date would be 3 November 2016 and it was

RESOLVED:- that a) the Minutes of the Steering Group, held on 26 November 2015 be received and adopted and b) the Town Council Delegates Authority to the Members of the NP Review Group – the Town Mayor and Councillor Mrs Wendy Stamp – plus the Deputy Town Mayor and the Town Clerk/RFO or the Town Clerk, to submit to Maldon District Council the Town Council’s formal decision in respect of the appointment of an Independent Examiner as requested by Maldon District Council.

153 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)

The Town Mayor had attended the event to celebrate the completion of water control structures in Cell 5 of the above project and he had reported under Minute 139, Town Mayor’s Announcements.

154 LOCAL POLICE COMMUNITY MEETING (LPCM) (formerly NAP)

All Members had received a copy of the Chairman’s notes from the meeting held on Thursday 29 September 2016.

155 PEDESTRIAN CROSSING IN CHURCH ROAD

Councillor Mrs Wendy Stamp reported that she is awaiting a response from John Whittingdale. The Town Mayor stated that Highway Engineers are reassessing the scheme.

156 PROVISION OF A TOWN CLEANER

This Item was deferred from the Meeting of the Town Council held on Tuesday 6 September 2016 (Minute 119 refers), to allow more Members to be present and for the Town Mayor to report.

Councillor Mrs Una Norman stated that volunteers are working extremely hard to keep the Town tidy and that the Town Council’s Gardener is taking on more work previously done by the District and County Councils. She felt the Town Council should be looking at providing a Budget for a Town cleaner. She also commended Mr Vaughan for his hard work during the summer.

The Town Mayor stated that whilst Appleton's do an excellent job, Burnham could have its own cleaner and he believed “there is a will to have a Burnham Cleaner”. Councillor Pratt confirmed that the Appleton's service is provided via Maldon District Council and the Town Council has no control over it. He stated that the District Council should be held to account in respect of littering issues.

Councillor Mike Wood stated he could not support the provision of a cleaner. He did not believe that ratepayers should be paying for an additional service when they already pay for County and District services. Councillor Wood asked whether this would potentially be a full time or part time position.

Councillor Mrs Wendy Stamp suggested that the Town Council carries out an exercise to determine what is needed and look at the provision of a Town cleaner within next year’s Budget and it was

RESOLVED: - that the provision of a Town Cleaner be investigated in more detail as part of the Town Council’s 2017/18 Budget preparations.

Councillor Mike Wood requested that his vote against the proposal be recorded.

157 SPONSORSHIP OF GREEN SPACES IN THE TOWN

Further to Minute 120 of the Meeting of the Town Council held on Tuesday 6 September 2016, Essex County Council had responded to its approach to ‘sponsor’ areas of green space within the Town. If the Town Council wish to submit a formal request the following information would be required to allow a licence to be drafted:

- A marked plan showing the exact location(s) (OS Map Preferred).
- A picture showing or giving dimensions of what the Town Council want to have sited on publicly maintainable highway.
- A detailed plan / drawing showing the dimension of the area the Town Council wish to plant, also including the distance from the roadside and any nearby junctions etc.
- For trees and plants; names of and any information about them i.e. size and height they will grow to. If trees are going to be planted then ECC arboriculture team may need to agree or comment.
- Details of who is going to maintain this and how often this area will be maintained.
- Full details of the person who is applying for this licence – telephone number, email address etc.

A copy of the Town Council’s public liability insurance policy for an amount of not less than £5,000,000 is required.

The Town Clerk reported that no response had been received from Maldon District Council following the Town Council’s approach to ‘sponsor’ areas of green space and it was

RESOLVED: - that this Item be deferred to a future Meeting of the Town Council.

158 ALLOTMENTS

Further to Minute 129 of the Meeting of the Town Council held on Tuesday 6 September 2016, the Allotment committee had requested financial assistance from the Town Council in respect of works to the trading shed drainage which have been completed at a cost of £282:00 (no VAT) and the annual preventative pest control regime, in the sum of £433:26 (ex VAT).

For Members information, the Town Clerk stated that the balance of the Allotment Budget for 2016/17 (having provided for the hedge cutting) was £1,000:00 and it was

RESOLVED:- that the Town Council provide financial assistance for the trading shed drainage and annual preventative pest control regime in the sums of £282:00 and £433.26 (plus VAT) respectively.

159 STAFFING

Further to Minute 248 a) ii) of the Meeting of the Town Council held on Tuesday 15 December 2015, as below:-

"a) Budget 2016/2017 – the Precept was set at £170,000 at the Budget Meeting in October 2015 but the details of the budget had been deferred for detailed discussion. Members had since had those discussions the results of which are submitted below for the Town Council’s approval as follows: -

ii) £11,000 for “staffing” in response to a need for more maintenance/monitoring in the Town; and Minute 131 of the Meeting of the Town Council held on Tuesday 6 September 2016, Members had not determined the allocation of ii) above.

The Town Clerk reported on an informal meeting with Adrian Rayner, Community Protection Officer Team Leader at Maldon District Council. There is an opportunity for the Town Council to increase its CPO Service to “up to 30 hours per week” for an additional £5,000:00 per annum. Members debated how this new arrangement might be implemented and it was

RESOLVED:- that a formal quotation and Service Level Agreement be requested from Maldon District Council’s Community Protection Officer Team Leader, for the provision of an increase in the Burnham CPO Service of “up to 30 hours per week”.

160 TURNCOLE WIND FARM COMMUNITY BENEFIT FUND & ESSEX COMMUNITY FOUNDATION

The Town Mayor reported that he had attended the Turncole Wind Farm Stakeholder Group Meeting, held on site, on 27 September 2016. Councillor Pratt reported that there is little progress with the benefit fund and terms of reference are being drawn up. Unfortunately, the tour of the site had taken place in the dark.

161 CHANGES TO RECYCLING CENTRES

Further to Minute 133 of the Meeting of the Town Council held on Tuesday 6 September 2016, all Members had received a copy of the Town Clerk's letter to James Egan, Essex County Council in respect of the Town Council's formal objection to the above. Miss Grimes reported that she had not yet received a response.

The Town Mayor stated that he sits on the Essex Recycling Forum and that the changes are being implemented to control commercial vehicles. If there is an increase in fly-tipping, Essex County Council will be paying additional removal costs.

162 QUORUM AT TOWN COUNCIL AND COMMITTEE MEETINGS

Following an article in the March 2016 edition of the "Clerks and Councils Direct" publication, subsequent investigations and consultations with the EALC, it had been established that a Town/Parish Council with TEN Councillors is required to have FOUR of TEN Members present in order to be "Quorate".

This is a legal requirement and as such it could be implemented immediately.

However, in order to regularise the Town Council's Standing Orders, and to overcome the potential lack of a quorum at Planning Committee Meetings, Members were requested to consider the following: -

AMENDMENT OF STANDING ORDERS – QUORUM AT TOWN COUNCIL AND COMMITTEE MEETINGS

Standing Orders in respect of the number of Town Councillors required to be present at Meetings in order for there to be a "quorum" be amended as follows: -

TOWN COUNCIL – FOUR OF TEN (as prescribed by Regulation);

PLANNING COMMITTEE – THREE OF NINE, OR THREE OF EIGHT, OR THREE OF SEVEN (this Meeting to determine);

OTHER COMMITTEES/SUB-COMMITTEES/PANELS – A MAJORITY OF THOSE PRESENT SUBJECT TO A MINIMUM OF THREE.

(to stand adjourned until the next Meeting of the Town Council to be held on Tuesday 8 November 2016): -

"That the Town Council adopt and implement the above recommendations with effect from all Meetings subsequent to 8 November 2016."

Following a detailed debate it was

RESOLVED: – that all Meetings of the Town Council require a quorum of four, with effect from all Meetings subsequent to 8 November 2016 (to stand adjourned until the next Meeting of the Town Council to be held on Tuesday 8 November 2016).

163 CASUAL VACANCY IN THE SOUTH WARD OF THE TOWN

i) The Town Clerk/RFO reported that he had not yet received any information from the Electoral Registration Office at Maldon District Council as to whether ten local government electors for the South Ward of the Town had made written requests asking for an election to be held. The closing date for the Notice of Casual Vacancy is 13 October (that day).

163 CASUAL VACANCY IN THE SOUTH WARD OF THE TOWN (continued)

ii) Members were requested to review and appoint representatives, as necessary, to the following Offices/organizations following the resignation of Councillor Mrs Tania Ward.

INTERNAL OFFICE	APPOINTEE/S
Footpaths & Rights of Way	????? Mr Iain Corbett & Mr Barry Davis

	EXTERNAL BODY/ORGANIZATION	APPOINTEE/S
2	Twinning Association (L'Aiguillon-sur-Mer has ceased to operate)	Cllrs. Ron Pratt and ?????
11	Station House Management Committee	Town Mayor, Cllrs. Mrs Una Norman, ????? plus Mrs Tracy Saunders, AGA, ESSCRP, ECC(Arts), BTF & Town Clerk
27	Riverside Park Task Force	Cllrs. Bob Calver, Mrs Una Norman, Mrs Wendy Stamp and ?????

RESOLVED: - that this Item be deferred until after the election/co-option of a new Town Councillor for the South Ward.

164 THE 2017/18 LOCAL GOVERNMENT FINANCE SETTLEMENT

All Members had received a copy of the above documentation. The closing date for consultation responses is 28 October 2016. At the AGM of the EALC, the meeting unanimously voted against the principle of capping the Precept of Parish Sector Councils.

Members expressed their concerns at the proposals, especially in light of the increasing transfer of responsibilities (assets and services) to Town and Parish Councils and it was

RESOLVED:- that the Town Clerk submit the Town Council's formal objection to the 2017/18 Local Government Finance Settlement Technical Consultation Paper proposals.

165 WAR MEMORIAL

All Members had received a copy of the email from Sally Bowling, conservator, in respect of annual maintenance works to the above. The Town Clerk reported that the 2016/17 Budget for the War Memorial is £600:00 and that works could be scheduled to be completed prior to Remembrance Sunday. Councillor Mrs Wendy Stamp stressed the importance of a proper ongoing maintenance Budget and it was

RESOLVED: - that the quotation in the sum of £437:00 be accepted and that the works be scheduled for completion prior to 11 November 2016.

166 COUNCIL OFFICES FIRE RISK ASSESSMENT

At the request of Councillor Peter Elliott, Members considered the above. The Town Clerk/RFO reported that he had received a quotation in the sum of £300:00 for a professional fire risk assessment, with the option of a reduced price if Station House is assessed at the same time. Mr Harris stated that he had already carried out an in-house risk assessment of the Council Offices and confirmed that a professional fire risk assessment is not a legal requirement. He recommended the installation of emergency lighting to the toilets and foyer at the Council Offices and it was

RESOLVED: - that i) emergency lighting be installed and ii) no action be taken in respect of a professional fire risk assessment.

167 CALENDAR OF MEETINGS 2016/2017

The Town Clerk reported on the above. Members also debated the date of the Budget Meeting, scheduled for Tuesday 25 October 2016 and felt that in order to assist them with their pre-budget considerations it would be necessary to hold a second informal Meeting of Councillors and it was

RESOLVED: - that i) the Town Council Budget Meeting be re-scheduled for Monday 28 November 2016, ii) the Meeting of the Town Council to be held on 7 February 2017 be re-scheduled for Wednesday 15 February 2017 and

167 CALENDAR OF MEETINGS 2016/2017 (continued)

iii) the Statutory Annual Council Meeting in 2017 be held as a separate Meeting and not be combined with the Ordinary Meeting of the Town Council to be held on Wednesday 24 May 2017. The date for the Statutory Annual Council Meeting would be determined when all Members had been consulted.

The Town Clerk advised Members that two dates are available for the Statutory Annual Council Meeting, either Wednesday 10 May or Wednesday 17 May, 2017.

168 CHRISTMAS TREES

All Members had received a copy of the quotation for the provision of three Christmas trees within the Town and associated works and it was

RESOLVED: - that i) the quotation for the provision of three Christmas trees and associated works in the sum of £1,910:00 (ex. VAT) be accepted and ii) the Town Council review the number of Christmas trees it provides, in 2017.

169 ERECTION OF BANNERS ACROSS THE RAILWAY BRIDGE

All Members had received a copy of the Town Clerk's written report in respect of the above. The Town Mayor outlined the alternative 'cleat' arrangement which would enable the task to be completed more safely. The Town Clerk had obtained a quotation from a local engineer in the sum of £950:00 for two stainless steel frames and brackets to fit each pole with a lockable aluminium cover to be mounted between four and five feet above ground level. Councillor Mrs Wendy Stamp suggested that groups who request to have their banners displayed be asked to make a financial contribution and she suggested a two year contract at £80 per year. The Town Mayor stated that the Town Council would need to speak to the organizations concerned and proposed that the modifications should proceed and it was

RESOLVED:- that the quotation for the manufacture of two stainless steel frames and brackets to fit each pole with a lockable aluminium cover in the sum of £950:00 be accepted.

170 ANY OTHER BUSINESS

There was none.

171 QUESTIONS

Q. I am concerned that the Town Council proposes to reiterate its previous comments as its response to the LDP Consultation. This will not take into account alternative sites and cycle paths. Should the Town Council have a sub-committee to determine a new response?

A. Councillor Mrs Wendy Stamp stated that she would be willing to meet with Members of the Chamber of Commerce, as the Town Council's Representative, in order to formulate the Town Council's response. The Town Mayor agreed to speak to the Chairman of the Chamber to set up a Meeting.

Q. Will the bin be re-instated at the junction of Station Road and Coronation Road? At present the site poses a trip hazard.

A. The Town Clerk responded that she would speak to the appropriate Officer at Maldon District Council.

Q. Will the War Memorial paving be cleaned as part of the maintenance and the seats re-furbished?

A. The area will be inspected and the Town Clerk will report back accordingly.

Q. The Road Safety Bus will be in the Town on Saturday morning. Will Members of the Town Council be supporting this?

A. Yes.

172 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 10.03 pm.