



**Councillor Mrs Wendy Stamp
Town Mayor**

**Sarah Grimes, Town Clerk
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**Council Offices
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BURNHAM-ON-CROUCH
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**ALL COUNCILLORS
BURNHAM-ON-CROUCH TOWN COUNCIL**

22 May 2018

Dear Sir/Madam,

TOWN COUNCIL MEETING

You are summoned to attend a **Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Tuesday 29 May 2018 at 7.30 pm.**

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S Grimes'.

TOWN CLERK

NOTES:

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.

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. At the start of the Meeting an announcement will be made about the sound recording. 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

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 BURNHAM RUGBY CLUB

Representatives from the Burnham Rugby Club will attend the Meeting to outline the work and aims of the Club.

5 MINUTES AND MATTERS ARISING

To confirm the Minutes of the Meeting of the Town Council held on Tuesday 10 April 2018, the Minutes of the Extraordinary Meetings held on 23 April and 1st (3rd) May and the Statutory Annual Meeting of the Council held on Wednesday 9 May 2018.

6 PLANNING COMMITTEE MINUTES

To receive the confirmed Minutes of the Planning Meeting held on Tuesday 10 April, Wednesday 9 and Tuesday 22 May, 2018.

7 TOWN CLERKS' REPORT

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

8 DIARY DATES

Members to note (see separate sheet).

9 CO-ORDINATORS' REPORTS

- a) General Purposes
- b) Highways
- c) Environment – to include information on the following: -
 - provision of hanging baskets 2018
 - Railway Bridge Taskforce volunteers
 - request for replacement sand for Burnham beach
- d) Neighbourhood Development Plan

10 DISTRICT COUNCILLORS' REPORTS

To receive reports from District Councillors.

11 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive reports from Town Council Representatives on external bodies/organizations.

12 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for May 2018 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 May.

13 GRANTS AND DONATIONS (GENERAL)

The Budget for 2018/2019 is £2,800.

An application in the amount of £100 has been received from Burnham Young Mariners. Members are reminded that at the Meeting of the Town Council held on 13 April 2016 (Minute 368 c), an annual bursary of £100 (for an initial five year period) was approved.

Members are requested to approve the above.

14 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 9 June 2018 – to be determined.

- 15 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**
To receive any updates on the above.
- 16 NEIGHBOURHOOD ACTION PANEL (standing item)**
i) to receive any updates and
ii) to note that the next meeting will be held on Thursday 31 May 2018.
- 17 DENGIE HUNDRED GROUP OF PARISH COUNCILS (standing item)**
To receive any updates arising from meetings of the above.
- 18 TOWN COUNCIL WEBSITE**
Further to Minute 333 of the Meeting of the Town Council on Tuesday 10 April 2018, to: -
i) receive a report from members of the website working group following their meeting to discuss the final version of the website,
ii) determine a date for an informal meeting of Members, to receive a presentation before the final version is put to full Council for approval, and
iii) to receive a report from Councillor Bob Calver on progress with the Service Level Agreement.
- 19 PIPPINS ESTATE SECTION 106 PAVILION AND THE HAUL ROAD PLANNING CONDITIONS**
To receive a report from the Town Mayor and Councillors Peter Elliott and Nick Skeens, following their recent meeting with the Section 106 Officer.
- 20 ALLOTMENTS**
To receive a statement from the Town Mayor in respect of the above.
- 21 RESOLUTIONS FROM THE ANNUAL TOWN MEETING**
Members are requested to consider the following Resolutions from the above Meeting which was held on Tuesday 24 April 2018: -
a) Jane Nicholls
“1) That the Town Council re-affirms its commitment to goal CS.5. of the Neighbourhood Development Plan agreed on September 7th 2017 that 'Existing areas of allotments in the town will be safeguarded'
2) That the council re-affirms the statement on its website that "the allotments are owned by Burnham on Crouch Town Council" and, in the light of that, that appropriate action is taken in relation to Land Registry documents purporting to show that ownership passed from the Council through Maldon District Council to moat Housing Group keeping the Allotment Association informed.”
- 22 FINANCE & ASSET MANAGEMENT COMMITTEE**
All Members have received draft terms of reference for the above. Further to Minute 8 of the Statutory Annual Meeting of the Town Council held on Wednesday 9 May 2018,
Members are requested to consider and determine if the Town Council wishes to approve the formation of a Finance & Asset Management Committee.
- 23 ENVIRONMENT CO-ORDINATOR**
Further to Minute 10 of the Statutory Annual Meeting of the Town Council held on Wednesday 9 May 2018,
Members are requested to consider and determine the appointment of the Environment Co-ordinator.

24 POLICIES

All Members have received copies of the policies which have been drafted for inclusion on the Town Council's website.

Members are requested to consider, approve and adopt the above.

25 TOWN COUNCIL TRUCK

To receive a report from the Town Clerk.

26 SUMMER SWIMMING PROGRAMME

Members are requested to consider the above. A provision of £2,000 has been included within the Town Council's 2018/2019 Budget.

27 MARSH ROAD ACCESS

At the request of Councillor Nick Skeens, Members are requested to discuss the gates that have recently been put up on the Marsh Road preventing people from driving, cycling and walking from Burnham to Southminster.

28 ANY OTHER BUSINESS

For the exchange of urgent information or to allow genuinely urgent issues to be raised.

29 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.

30 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.

31 LAND MATTERS

To receive an update on the Allotments in Arcadia Road.

32 CLOSURE OF THE MEETING

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