



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes, Town Clerk
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CM0 8JA

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 remotely* **VIA ZOOM on TUESDAY 16th. FEBRUARY 2021 at 7.30 pm.**

* **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Members of the Public and Press are welcome to attend the Meeting. Anyone so wishing must provide their email address to the Town Clerk at office@burnhamtowncouncil.com by 9.30am on Monday 15th. February 2021 at the latest. A link to join the Meeting will be sent to them. Personal data will be processed in accordance with Article 6 of the General Data Protection Regulation 2018 (GDPR).

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

In order to facilitate the efficient running of remote Council Meetings, members of the public and press are requested to send questions relating to an Agenda Item to be considered under **"434 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA"** in writing by email, to the Temporary Town Clerk on office@burnhamtowncouncil.com, by 9.30am on the day prior to the Meeting.

Yours faithfully,

Kevin B. Money
Temporary Town Clerk - 10th. February 2021

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.

The Town Mayor will explain the procedures for speaking and voting at the Meeting.

AGENDA

428 APOLOGIES FOR ABSENCE

To receive apologies for absence.

429 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.

430 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements

Clock Tower report

To discuss the provision of a Civic Reception.

431 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on 19th. January 2021.

432 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on 2nd. February.

433 STAFFING COMMITTEE MINUTES

To receive and sign the Minutes of the Staffing Meeting held on 18th. January 2021.

434 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

To receive written questions from the public and press (in accordance with Minute 292 of the Extraordinary Meeting of the Town Council held on Friday 24 July 2020).

435 TOWN CLERK'S REPORT

To receive the Clerk's Report (below) and pass any Resolutions and Orders as necessary.

- a) Essex County Council and Police, Fire and Crime Commissioner Elections – 6 May 2021 - Provisional Booking of Polling Station – See Item 444
- b) B1012 Burnham Road South Woodham Ferrers
- c) Virtual Meeting Guidelines

436 CO-ORDINATORS' REPORTS

To receive co-ordinators' reports:

- General Purposes – Cllr W. Stamp
- Highways – Cllr B. Calver
- Website – Cllr V. Bell see Agenda Item 442

Members are requested to pass any Resolutions as necessary.

437 DISTRICT COUNCILLORS' REPORTS

To receive District Councillors' reports.

438 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council Representatives' reports.

439 ACCOUNTS AND TRANSFER OF FUNDS

- a) To approve the payment of Accounts for February 2021 and to 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 January 2021.
- c) To receive the bank reconciliation.

440 GRANTS AND DONATIONS

To consider any requests.

441 ALLOTMENTS

- a) To receive an update from Mrs Jeffery.
- b) To receive an update regarding hedgerow concerns on the boundary of the allotments.

442 IT

- a) Proposal to facilitate the public's access to recordings of Council meetings, the Council will set up a "youtube" channel and post the recordings of meetings held on Zoom to the channel. A permanent link to the channel will be posted on the Council's website – Cllr B. Calver.
- b) Proposal to switch provision from Fast Host to Office 365.

443 CCTV

To receive a report from Cllr W. Stamp.

444 PROVISIONAL HALL BOOKING – 6TH MAY 2021 – POLICE, FIRE AND CRIME COMMISSIONERS ELECTION/ ESSEX OUNTY COUNCIL ELECTION

To discuss and agree a response to the request to use the Town Council Office for the proposed elections to be held on 6th May 2021.

445 COMMITTEES AND WORKING GROUPS

In the absence of the Annual Town meeting last year, to review Committees and working groups, their structure, purpose, terms of reference and membership – Cllr Munford.

446 PREPARING THE STATION HOUSE FOR OPENING FOR THE CAB TO USE FROM APRIL ONWARDS. COVID rules permitting.

- a) proposal to begin the risk assessments required – Cllr M-A Munford

447 PUBLIC FORUM

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 (ten minutes allowed).

448 DATE OF NEXT MEETING

Members to note the following: 16.03.21: 20.04.21: 18.05.21: 15.06.21: 20.07.21: No meeting in August: 21.09.21: 19.10.21: 16.11.21: 21.12.21

449 PUBLIC PARTICIPATION

To receive verbal representations from Members of the Public

450 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.

451 ALLOTMENTS

To receive an update from Mrs Jeffery.

452 STAFF MATTERS

To receive a report prior to a meeting of the staffing committee.

453 GREEN MAINTENANCE CONTRACT

To receive a report from Cllr V. Bell

454 CLOSURE OF THE MEETING

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



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 19th. JANUARY 2021 AT 7.30 pm.

THIS MEETING WAS HELD 'REMOTELY' IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020, enable meetings to be held remotely, and allow local authorities to hold and alter the frequency and occurrence of meetings without the need for further notice. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Present: - Town Mayor, Councillor Ron Pratt C.C.
Councillors Vanessa Bell (Deputy Town Mayor), Bob Calver, Jennie Donnelly, Mary-Ann Munford and Wendy Stamp.
Also, in Attendance: Kevin B. Money (Planning Officer/RFO)

402. APOLOGIES FOR ABSENCE were received from Mr. John Watson Temp. Town Clerk

403. 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. **None Declared**

404. TOWN MAYOR'S ANNOUNCEMENTS. To receive the Town Mayor's announcements. No formal announcements were made.

405. MINUTES.

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 5th January 2021.

RESOLVED: - that the Minutes of the Meeting of the Town Council held on Tuesday 5th. January 2021 be confirmed and signed.

406. PLANNING COMMITTEE MINUTES.

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 5th January 2021.

RESOLVED: - that the confirmed Minutes of the Planning Meeting held on Tuesdays 5th. January 2021 be duly received.

407. STAFFING COMMITTEE.

To note the Draft Minutes of the Staffing Committee Meetings held on 18th January 2021

No minutes have been produced by the Temp. Town Clerk

Cllr V. Bell informed the resignation from BTC of Mr. John Watson. Mr. Money is to act as Temporary Town Clerk as from 1st. February 2021 with additional support as required.

Signed

16th. February 2021

Ron Pratt



BURNHAM ON CROUCH TOWN COUNCIL

408. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

To receive written questions by email from the public and press (in accordance with Minute 292 of the Extraordinary Meeting of the Town Council held on Friday 24 July 2020).

No questions from the public

409. TOWN CLERK'S REPORT.

To receive the Temporary Town Clerk's Report and pass any Resolutions and Orders as necessary. There was no Town Clerk's report given.

410. CO-ORDINATORS' REPORTS.

To receive co-ordinators' reports:

- a) General Purposes - Councillor Wendy Stamp. A new laptop computer is available to be given to another member of staff. A separate laptop / computer should be bought for Councillors. Cllr Bell asked for the BTC hardware to be looked at. Access to the server could have been gained via the office staff.
- b) Highways - Councillor Bob Calver
Cllr Calver had circulated his report prior to the meeting. Cllr Calver to liaise with Cllr Munford regarding the cycle routes. Cllr Stamp asked for potholes to be reported to ECC portfolio holder.
- c) Environment report - Councillor Vanessa Bell. A few issues have arisen, a contractor for landscaping flower beds and watering had sought three quotations as per BTC standing orders. This is a work in progress. Cllr Stamp thanked Cllr Bell to get to this point and can the quotation be on the next agenda. Due to COVID-19 the grass cutting contractor contract will not go out to tender but continue with our current contractor. Propose to leave things as they were.
Barriers have been put around the War Memorial today.
Resolution Renew grass cutting contract for a further year details to come to council.

411. DISTRICT COUNCILLORS' REPORTS. To receive District Councillors' reports.

Cllr W. Stamp budget being put to MDC soon. MDC experiencing problems with COVID-19 and the MDC staff have worked tirelessly. Last week MDC had flooding issues especially at Creeksea. ECC sent contractors out today to clear gullies.

Cllr V. Bell informal meeting regarding Riverside Park and lots of works have been undertaken. BMX track to be resurfaced. Timber in fences have been replaced. Zip line also repaired. Overall & Scrutiny meeting tomorrow

Cllr A. Hull congratulated Cllr W. Stamp as being leader of Maldon District Council. Bridleway complaints and there are no riding facilities since the new developments have been built. Complaints from residents on the new estates having horse droppings and cutting up the grass areas.

Cllr Stamp referred Cllr Hull to David Wilson Homes who owns the land.

Cllr N. Skeens Burnham Observatory is making progress. University of Hertfordshire has taken up the project by using the Undergraduates to have the Observatory in operation by Spring 2022. Relationship at MDC between different groups is working well. He has been elected as Chair of SE Planning with Cllr Bell as vice-Chair. Youth shelters have been stripped with it being used by young people.

Signed

16th. February 2021

Ron Pratt



BURNHAM ON CROUCH TOWN COUNCIL

Cllr Pratt asked MDC Councillors about MDC not having a 5-year land supply. Cllr Stamp explained in detail the reasons including 1/3 of all local authorities have lost their 5-year land supply. MDC has a 4.9 -year land supply. MDC approved LDP and NDP.

412. TOWN COUNCIL REPRESENTATIVES' REPORTS. To receive representatives' reports as appropriate.

Cllr Pratt has nothing to report.

Cllr Donnelly reported that the Bus Users report was well received.

Cllr Calver has nothing in addition to his highways report to report.

Cllr Munford a lot of activity is going on behind the scenes. Messages by using Social Media should be used more with this pandemic and not solely using the BTC noticeboards.

413. ACCOUNTS AND TRANSFER OF FUNDS.

- a) **RESOLVED:** - that the payment of Accounts for January 2021 be approved and signed.
- b) **RESOLVED:** - To approve the transfer of £39,000 from Unity Trust Bank Current account to Unity Trust Bank Reserve account
- c) Members noted the comparison of actual to budgeted payments and receipts to December 2020.
- d) The bank reconciliations were approved.

414. GRANTS AND DONATIONS. To consider any requests.

No requests have been received. Residents are concerned about IT in their homes.

Cllr Munford asked how residents can apply for Grant donations. The RFO informed the meeting that an application form can be found on the BTC website.

415. ALLOTMENTS.

To receive an update from the Temporary Town Clerk. No update was given.

416. WEBSITE

To discuss the future of the "Burnham Info" website and to agree the action to be taken.

RESOLVED: Cllr Bell proposed that the website will be much reduced and to use it for BTC work only. The original will be transferred/returned to the originator Nick Skeens with appropriate links to the BTC website at no cost to BTC. Cllr Pratt seconded. F3 Ag3 The Mayor supports the proposal. Cllr Stamp amended the proposal by an annual payment to Mark Eagling of £150pa and a disclaimer it has nothing to do with BTC. F3 Ag3. The Mayor casting vote. He voted Against the amended proposal.

Cllr N. Skeens said there are costs involved in keeping the website going. The website should be an information hub. Cllr Skeens asked Councillors to consider splitting the websites. The cost of £400-£500 to be met by BTC funds in setting-up the new website. Plus £150 pa for an annual cost. Cllr Stamp agreed the website should be split.

Cllr Pratt said that it should be handed back to Cllr N. Skeens

RESOLVED: - Burnham.info would be given to Cllr N. Skeens but would not contribute £150 annual administration costs. The office staff would administer the BTC Council website

417. CASUAL VACANCIES IN THE SOUTH WARD OF THE TOWN.

To receive a verbal report from the Temporary Town Clerk.

It was reported that the Co-option notice, which has been published, is unlawful.

Signed

16th. February 2021

Ron Pratt



BURNHAM ON CROUCH TOWN COUNCIL

Cllr Stamp asked that the co-option policy is followed as per Councils adopted policy. Cllr Pratt to liaise with the New Temporary Town Clerk to arrange a new co-option notice be published and subsequent extra-ordinary meeting to be arranged to conduct the co-option.

418. TOURIST INFORMATION CENTRE

To consider the decisions to be made regarding the "Tourist Information Hut" and to agree the action to be taken.

A small working group to be set up to progress the future of The Tourist Hut facilities in Burnham

A letter from BTC to the of the supplier of the hut informing him that BTC is not going ahead with the Tourist Shepherds Hut.

419. EALC MICRO GRANT

To consider the request from EALC that the micro grant of £500 which had not been utilised by the Town Council be returned. Cllr Stamp asked for the accounts to be revisited to find where the £500 has been posted & why wasn't the grant application criteria fulfilled in time. The Mayor asked for this item to be deferred to another meeting. **All Agreed**

420. INVESTMENT POLICY

To agree the Town Council's Investment Policy.

RESOLVED: - This item to be deferred to another meeting.

421. EARMARKED RESERVES

To agree the Council's General Reserves Policy. **All Agreed**

To agree the Council's Earmarked Reserves. **All Agreed.**

Cllr Stamp said a virement could be agreed if the Council agrees CCTV soon.

422. DATES OF NEXT MEETINGS.

16th February 2021, 16th March 2021, 20th April 2021, 18th May 2021.

423. PUBLIC PARTICIPATION.

To receive verbal representations from Members of the Public.

A resident asked if BTC is hiding its light under a bushel. Although he has read in the press about what other Councils like Maldon Town have done to help their residents impacted by the pandemic, (things like Food Parcels and Distance Learning Laptops). He is not aware what BTC has accomplished in these areas. Please can the Council put into place and publicise an appropriate programme to give assistance to those who really need help?

In addition, please can the Council encourage the Police to enforce both social distancing and the laws of the land. A couple of weeks ago a find in Creeksea Lane of 150 used Silver NO2 party drug capsules was quickly reported to Essex Police, but again it appears no action has been taken. Burnham is unfortunately no stranger to drug usage, but with COVID-19 rampant in the community, these super-spreader events really need to be quickly stamped out.

The Mayor responded by saying that BTC does press the police but due to COVID-19 it has been a difficult time to clear rubbish on a regular basis.

Signed

16th. February 2021

Ron Pratt



BURNHAM ON CROUCH TOWN COUNCIL

424. 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.

Cllr B. Calver proposed and Cllr M. Munford seconded. **All Agreed**

Cllr Bell asked for a short recess. All Agreed

425. ALLOTMENTS.

To receive a verbal report from the Temporary Town Clerk and to agree the action to be taken.

Cllr Stamp asked whether Joanna Jeffreys take the lead on the Allotment issue. Cllr Calver to correct the draft history which is wrong.

426. CLOCKTOWER

As the Temporary Town Clerk had not provided a report for the meeting, Cllr Bell gave a background information on the Clock Tower electrics. Electrical works must be done ASAP. Quotation for works to be carried out at the Clock Tower was presented.

RESOLVED: - Quotation and reports approved and agreed. Emergency works to commence ASAP.

Cllr Bell requested, due to Fire and Safety issues, the Clock Tower needs clearing of all equipment. Cllr Pratt to organise.

Barry to check on the Station House to undertake a visual inspection especially with the cold weather.

427. CLOSURE OF THE MEETING.

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

The Town Mayor then closed the meeting at 9.42pm

Signed

16th. February 2021

Ron Pratt



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes, Town Clerk
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**MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING
HELD ON TUESDAY 2nd. FEBRUARY 2021 AT 7pm via ZOOM**
**THIS MEETING WAS HELD 'REMOTELY' IN ACCORDANCE WITH THE LOCAL
AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF
LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND
WALES) REGULATIONS 2020**, enable meetings to be held remotely, and allow local
authorities to hold and alter the frequency and occurrence of meetings without the need
for further notice. The changes in legislation have been made in order to help smaller
authorities in the performance of their duties as a result of the restrictions of movement
and limitations on social contact necessary to limit the spread of the Covid-19 virus.

Present: Cllr R. Pratt C.C. (Town Mayor)
Councillors: B. Calver, M-A. Munford and W. Stamp
Also in attendance was Kevin B. Money Planning Clerk

***District Councillors reserved their right of view, at this meeting, as Town Councillors
and they reserved their right to a different view, as District Councillors, at other
meetings.***

**NOTE: This meeting was recorded and those attending informed that if they did not
want to be recorded they may want to leave the meeting.**

491 APOLOGIES FOR ABSENCE were received from Cllrs V. Bell and N. Pudney

492 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.

None Declared

493 MINUTES

To confirm the Minutes of the Planning Meeting held remotely on 19th. January 2021

All Agreed

494 APPLICATIONS FOR PLANNING CONSENT

20/01313/HOUSE - Raysand Wick Road Burnham-On-Crouch Essex

Single storey side extension

RESOLVED: SUPPORT THIS APPLICATION

21/00019/AGR - Creeksea Place Farm Ferry Road Burnham-On-Crouch Essex

Prior notification for an agricultural barn with solar panels on roof for grain storage, storage of
farm machinery, general storage and workshop with small yard and track to access road.

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

Signed

Ron Pratt – Town Mayor

16th. February 2021



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes, Town Clerk
Tel: 01621 783426
Email: office@burnhamtowncouncil.com

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NMA/MAL/21/00013 - Land Between Chandlers And Creeksea Lane Maldon Road
Application for non-material amendment following grant of Planning Permission 18/01424/FUL (Variation of condition 18, 21 and 23 on approved planning permission FUL/MAL/18/00093 (Variation of condition 18 on approved planning permission FUL/MAL/14/00356 (Application for full planning permission for 180 homes (including 20 bungalows), new vehicular accesses onto Maldon Road, the spine road through the development, green space, and associated infrastructure. Outline planning permission with all matters reserved (except for access) is sought for a 50-60 bed care home, a nursery school, 3.4 hectares of B1, B2 and B8 with 0.65 hectares of allotments)) Amendment sought: Roof tile colours on Plots 117-119.

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

NMA/MAL/21/00039 - Land West Of Cemetery Chapel Southminster Road BOC
Application for non-material amendment following grant of Planning Permission RES/MAL/18/01077 Reserved matters application for the approval of appearance, landscaping, layout and scale on approved planning application OUT/MAL/14/00845 approved on appeal APP/X1545/W/15/3009772 (Outline planning permission for development of up to 80 residential dwellings with associated site access, highways, open space, landscaping, land reserved for provision of local shop and associated works). Amendment sought - change location of garages to plots 78, 79 and 80. Move plots 1 and 2 further away from southern boundary by another 1m

RESOLVED: COUNCILLORS NOTED THIS APPLICATION

495 DECISIONS MADE BY MDC

HOUSE/MAL/20/01177 - 7 Mildmay Road Burnham-On-Crouch Essex CM0 8ED
Two storey rear extension (revised to a reduced depth). **REFUSE**

NMA/MAL/20/01306 - 171 - 173 Station Road Burnham-On-Crouch Essex CM0 8HJ
Application for non-material amendment following grant of Planning Permission 20/00113/FUL (Partial change of ground and first floor from shop (A1) to residential (C3), demolition of outbuilding to the south of the building, erection of single storey rear extension and installation of new fence and gates) Variation sought: Replacement of bi-folding doors and two windows as approved with two sets of glazed sliding doors with glazed sidelights as IDSystems Ltd Heritage Doors range. **APPROVED**

SCR/MAL/20/00892 - Solar Farm At 596892 196989 Marsh Road Burnham-On-Crouch Essex
Request for screening opinion under regulation 6 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for proposed solar farm.
EIA NOT REQUIRED

HOUSE/MAL/20/01114 - Hunton Lodge Southminster Road Burnham-On-Crouch Essex
Construction of rear dormer, installation of rooflights, ground floor window and doors and change of materials of the host dwelling to include render. **APPROVE** subject to conditions

FUL/MAL/20/00918 - Burnham Yacht Harbour Foundry Lane Burnham-On-Crouch Essex
Temporary permission for two mobile homes for staff accommodation for a period of 18 months. **REFUSE**

Signed

Ron Pratt – Town Mayor

16th. February 2021



Councillor Ron Pratt C.C. Town Mayor

Sarah Grimes, Town Clerk

Tel: 01621 783426

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Essex

CM0 8JA

TCA/MAL/20/01107 - 56 High Street Burnham-On-Crouch Essex CM0 8AA

T1 Judus (Cercis Siliquastrum) - Reduce height by 2.5m, reduce canopy between 1.5-2m all round to maintain shape, give 2m clearance off of all buildings.

T2 Apple - Remove lateral growth by 1.5-2m, remove crossing branches. T3 Bay - Reduce by up To 0.5m all round to maintain shape. **ALLOWED TO PROCEED**

Date of next Planning meeting Tuesday 16th. February 2021 at 7pm via ZOOM

There being no further business the Town Mayor closed the meeting at 7.14pm

Signed

Ron Pratt – Town Mayor

16th. February 2021



BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 18th JANUARY 2021 AT 13.00 HRS. THIS MEETING WAS HELD 'REMOTELY' IN ACCORDANCE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020.

Present: - Councillors V. Bell (Deputy Mayor and Chair), R. Pratt (Mayor) and W. Stamp.

In attendance: Councillor B. Calver, Councillor M-A Munford, J. Watson (Temporary Clerk) and K. Money (RFO) (part).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N. Pudney.

2. DECLARATIONS OF INTEREST

There were no declarations of Interest.

3. MINUTES OF PREVIOUS MEETINGS

- a) The draft minutes of the meetings held on 9th, 26th and 30th October and on 27th November were considered.
- b) Councillor Stamp stated that she was concerned at some of the information contained in the minutes being made public on the grounds of confidentiality and requested a ruling on this. The Clerk pointed out that the items had been minuted as a statement of fact and did not go into any detail as to the discussions that had taken place and the decisions that had been reached. This opinion was confirmed by the Chair of the meeting, who explained that the wording of the minutes had been carefully considered before being issued.
- c) Proposed Councillor Bell, seconded Councillor Pratt that the minutes be signed as a correct record. **Carried**

4. TEMPORARY TOWN CLERK

- a) The resignation of the Temporary Town Clerk, Mr J. Watson, was noted.
- b) Mr Money agreed that, in accordance with his job description, he would be pleased to take on the duties of the Temporary Town Clerk pending the return of the Town Clerk. It was further agreed that the Southminster Clerk would assist in the preparation of agendas and minutes.

5. STAFFING POLICIES

- a) It was noted that the staffing policies had been completed and the outgoing temporary Town Clerk was requested to distribute these to members of the Staffing Committee. **ACTION JW**

Signed

Vanessa Bell



BURNHAM ON CROUCH TOWN COUNCIL

6. JOB EVALUATIONS

- a) The Chair of the meeting reported that Councillor Munford was carrying out work on the job evaluation procedures. Councillor Stamp asked under whose authority this had been done. Proposed Councillor Pratt, seconded Councillor Bell that it be considered that Councillor Munford had been co-opted to the staffing committee to undertake work on the staff evaluations. **Carried.**
- b) It was agreed that the Chair of the meeting would progress this matter and report at the next meeting.

7. EXCLUSIONS OF THE PRESS AND THE PUBLIC

Councillors resolved that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and 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.

8. RESPONSIBLE FINANCIAL OFFICER/PLANNING CLERK

- a. The job description that had been prepared had been discussed.
- b. The Contract of Employment was discussed.

9. CLOSURE OF THE MEETING

Having determined all items of business the meeting was closed at 13.53 hrs.

Issued 21st January 2021

Signed

Vanessa Bell

TOWN CLERK REPORT FOR 16th. FEBRUARY 2021 MEETING

All Local Government Bulletins have been circulated to Councillors as they come into the office

Youth Engagement Conference

Youth Engagement Conference will be held on Wednesday 28th April between 09:30 and 14:30 via Zoom. Please save the date. More details can be found on the attached flyer. If interested please contact the Town Clerk

New Micro Grant

The EALC recently launched the new technology and communications micro grant. For more information visit: <http://www.ealc.gov.uk/micro-grant-fund/>.

Vaccination Scams

There has been an additional update on the news of vaccination scams to that which was mentioned in the police bulletin. This is a very real, and growing problem so please remain cautious and vigilant for fraud.

The Cabinet Office has formed a COVID-19 Fraud Response Team to assist the government with its counter fraud response. Requests for assistance should be emailed to: covid19-counter-fraud@cabinetoffice.gov.uk

Surge testing to be deployed in further areas in connection to new variants

On 6 February, the Department for Health and Social Care (DHSC) announced that it is working with councils on additional surge testing and sequencing in more targeted areas where coronavirus variants have been found.

This includes targeted areas around Worcestershire WR3, an area in Sefton PR9, and areas in Bristol and South Gloucestershire. Positive cases will be sequenced for genomic data to help understand coronavirus variants and their spread within these areas.

High Streets and empty shops

The Local Government Association (LGA) has produced a good practice guide on dealing with empty shops, with several case studies on the options and opportunities available to councils to deal with this challenge. Guide: <https://www.local.gov.uk/dealing-empty-shops>

Essex's Vaccination Roll Out

NHS Essex have recently launched a new Covid-19 vaccine website which can be found at <https://www.essexcovidvaccine.nhs.uk/>. They are keen all residents across Essex to use it.

EPC1-21 - Right to Regenerate

The Ministry for Housing, Communities & Local Government have recently launched a consultation seeking views on proposals to reform of Strand 2 (land owned by a local authority or certain other public bodies) of the Right to Contest under the Local Government, Planning and Land Act 1980 operated by the Ministry of Housing, Communities & Local Government. The main consultation document can be downloaded [here](#). (To open use Ctrl and Click)

Communities & Local Government. The main consultation document can be downloaded [here](#). (To open use Ctrl and Click)

CONSULTATION ON APPLICATION FOR A MARINE LICENCE

Marine Management Organisation (MMO) has received an application for a licence under Part 4 of the Marine and Coastal Access Act 2009 ("the 2009 Act"). A copy of the application and supporting documentation is available for you to view on the public register (www.gov.uk/check-marine-licence-register), under the reference number MLA/2020/00525.

After consultation with Cllr B. Calver the response is the site is tiny and although it comes under the Crouch Harbour Authority its miles out to sea and it's really nothing to do with BTC. Crouch Harbour have already approved it. Therefore, BTC can safely ignore it and not respond

BOC Patrols January 2021

A decision was taken towards the end of December with a further National lockdown looming that MDC would Suspend TRUCAM patrols, therefore TRUCAM have not been operational during January.

They are planning to restart TRUCAM patrols from 8th February all being well.

Their team have also been affected by COVID and the need to self- isolate in January and the start of February, therefore some contracts may have not been fulfilled, they will of course only invoice the Council for what they have delivered.

Highways Highlights January 2021

Circulated to Councillors prior to the meeting

B1012 REPORT

We thought we should update you on the present position in respect of Chelmsford City Council's Masterplan proposals and how they affect the Burnham Road, B1012 through South Woodham Ferrers. Apologies for the length of the email but we didn't want to miss any of the important issues.

CCC's Policy Board have recommended to their Cabinet acceptance of the Masterplan with a suggestion backed by their Planning Officers to 'look' at some of the issues that have been raised. This approach is not credible and is incapable of being legally enforced. They could have rejected the plan and requested that it be revised for further consideration, taking into account the views of numerous local residents, the SWF Town Council and other Parish Councils whose residents will suffer daily gridlock. However, instead of considering what is right, or wrong, with their proposals they decided that it was more important not to delay it and passed it to Cabinet for approval.

Notwithstanding the gridlock this will cause local commuters, and those from Maldon District and the Dengie, whose views didn't even warrant a mention, they are rushing full steam ahead safe in the knowledge that they know what's best for local people. They have ticked the box of 'public consultation' then completely ignored it to progress a plan that is fundamentally flawed and based on outdated and misleading information.

How schoolchildren will safely cross this busy road twice daily, the huge increase in exhaust pollution due to stop/start traffic and the potential impact of between 500 & 700 two way HGV movements daily for Bradwell B were all conveniently forgotten. The most recent traffic data (Feb 20), although available with the developers consultants, will not be released until the detailed planning stage by which time the building plots will have been allocated and it will be too late to route a new by pass to the north of the site. Why was this data withheld from the public consultation and why the rush to approve the Masterplan without considering the most recent traffic data?

It is anticipated the Cabinet will consider the Masterplan on 2nd March, although this is not yet confirmed.

It is the last opportunity to get them to reconsider their position.

For some additional information see two articles in this week's, 22nd January, edition of The Focus. See...<https://focuspp.com/wp-content/uploads/2021/01/issue-990web.pdf> pages 6 & 10 or the two attachments.

Below are links to the recording of the Policy Board meeting.

VIDEO record of meeting

Chelmsford Policy Board Meeting on 14/1/2021 - PART 1 <https://vimeo.com/501482500>

THE PRESENTATION ON THE 'MASTERPLAN' DOESN'T BEGIN UNTIL APPROX 11 MINUTES INTO THE PROGRAMME - so slide the cursor along the bar at the bottom to skip past the opening credits, housekeeping etc.

Chelmsford Policy Board Meeting on 14/1/2021 - PART 2 <https://vimeo.com/501396289>

Both broadcasts were blighted by technical glitches which prevented some from accessing the proceedings and resulted in others giving up long before the end. But it was the content which has drawn most comment.

We also attach a list of the CCC Cabinet members of which Cllr Stephen Robinson is the Leader and Cllr Marie Goldman is Deputy Leader.

If enough Parish/Town Councils working together contact them with their views it will, hopefully, demonstrate that so many people will be detrimentally affected by their Masterplan that they really need to review the plan. A new northern by pass is an essential pre-requisite to the transport infrastructure of the whole area prior to the commencement of the development.

We are also exploring other options - details will follow if they come to fruition.

Once again, apologies for the length of the email which hopefully details the current situation and thank you for taking the time to read it.

Woodham Infrastructure Group



Councillor Ron Pratt C.C. Town Mayor

Council Offices

Sarah Grimes, Town Clerk
Telephone: 01621 783 426
email: office@burnhamtowncouncil.com

Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

VIRTUAL MEETINGS – GUIDELINES

- Guests can only gain access with the meeting code and password. Details will be sent upon request to the Town Clerk. This will also be sent to all Town Councillors, District Councillors and County Councillors via the Town Clerk.
- Guests will first arrive in a virtual waiting room and will only be permitted into the meeting after being admitted in by the host.
- The Clerk will act as host. Councillors will be allowed into the meeting room first, followed by District & County Councillors if present and then Members of the Press and Public.
- Council meetings must still be advertised and the public have a right to observe and be given the opportunity to comment during the usual public forum.
- If there are any confidential matters for discussion the Press & Public will be moved to the waiting room during these discussions and readmitted once they have been concluded.
- The host will be able to mute all guests unless they are speaking.
- The host will be able to remove any guests who disrupt proceedings.
- The agenda and any meeting papers will be posted to the Town Council website in advance of the meeting. The host will be able to share any relevant information to the group during the meeting.
- Councillors should ensure they have familiarised themselves with any documents prior to the meeting.
- The Mayor will manage the meeting. The Clerk will host and manage the guests.
- Votes will be by a show of hands for those on video, or by a show of an electronic hand.
- Those who are only gaining access to the meeting by telephone will be verbally asked for their vote.
- The meeting can only go ahead with a quorum (For Burnham Town Council this is four Councillors).
- The public will only be allowed to speak during the Public Forum as listed in the agenda.
- In general Councillors should try to keep our usual approach to meetings and stick to standing orders as much as you can.
- It is worth remembering that the required standards of behaviour and discussion is the same whether in remote or face to face meetings.
- Declaring Interests – Councillors should declare interests in the same manner as a face to face meeting and if the interest is Pecuniary they will be moved by the host to the waiting room during the relevant discussion and then readmitted.
- The minutes should be agreed at the next meeting but can be retrospectively signed at the next face to face meeting.

Information compiled from various sources including Parish Clerks forums, EALC, SLCC, NALC

Agenda Item 436

Highways report February 2021

Weather has prevented some last minute checks on reported problems as of today 11/2/21.

Bus shelter Maldon Rd – shattered glass

I have emailed the Chair of DHBUG to see who this should be reported to.

Post Office crossing belisha beacon post office side

This was not working last time I checked. This is shown as a continuing defect on the website.

Fiveways zebra crossing

In previous reports I said I had measured the gap between the belisha beacon and the edge of the path. It was wide enough for buggies and mobility scooters. However, work has been done to increase the gap and ease access.

Extra zebra crossings

Councillor Stamp has suggested new crossings on Station Rd where the Cedar Grove path exits, and on the Maldon Rd near Springfield Rd. Council to discuss.

General deterioration of roads

Potholes are spreading – overleaf is a screenshot of ‘live’ issues from the ECC website. If any Councillor receives a complaint the website is the first place to go. I will of course report any issue for people that cannot use the website but more often than not, the defect has already been reported.

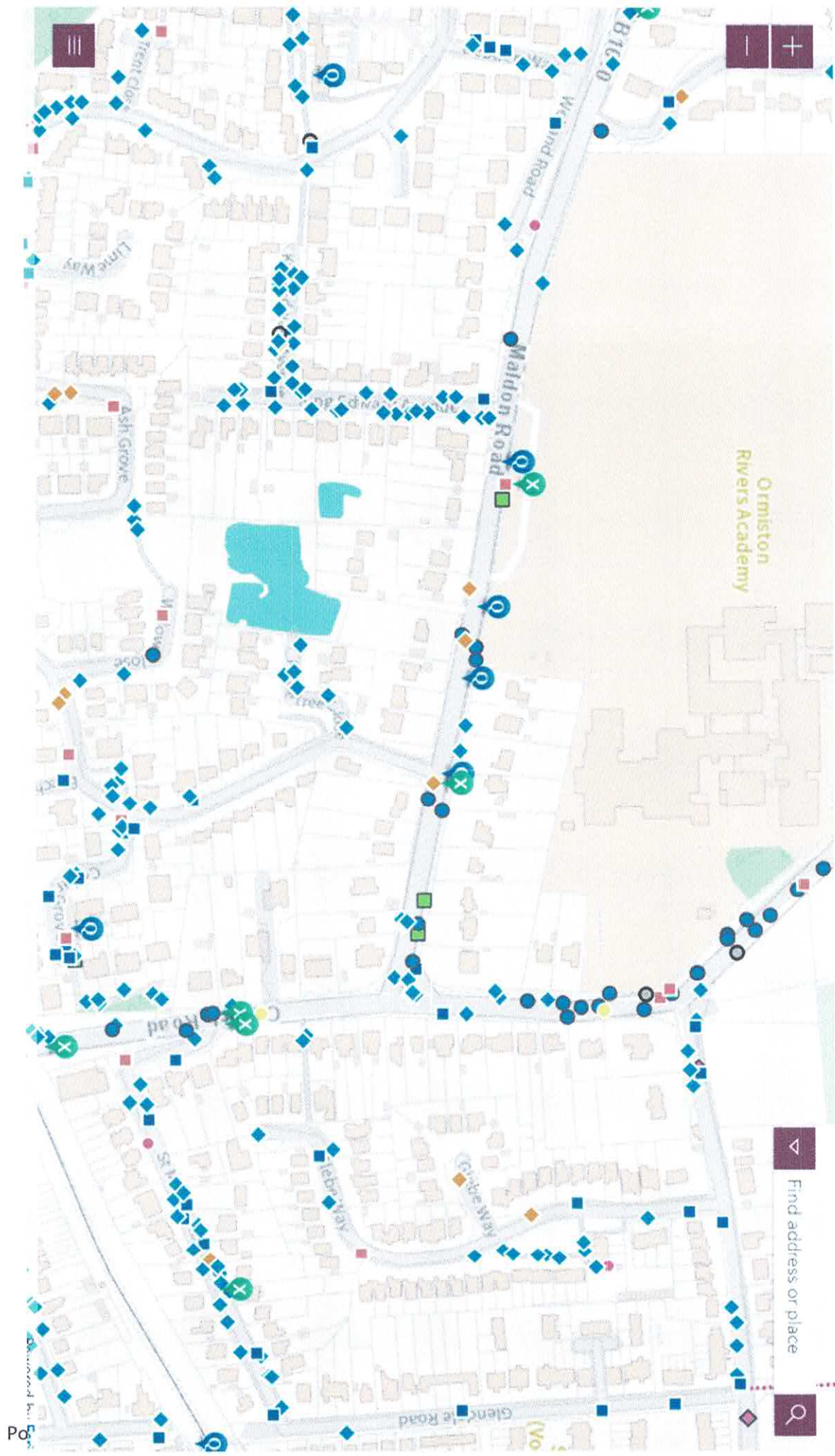
Motor cycle noise

I have written to the resident on Maldon Rd who complained about noise pointing then to a smart phone app that measures noise volume. There’s a difference between noise volume and a noise people find unpleasant. The former is subject to legal limits. It might help the resident in keeping a noise diary with decibel levels.

Footpath Country Park/Marina

Councillor Munford has received complaints about the path that runs alongside the marina down to Sunset point.

I believe this is and MDC maintained path and MDC Councillors may wish to take this matter up.



Agenda Item No.438. Town Councillors' Reports

Report to: BTC Full Council Meeting on 16th February 2021

Author Cllr Munford

Subject: Activity report for January / February 2021

1. Liaised with schools to clarify the arrangements for Free School Meal lunches and vouchers at the request of some parents.
2. Attended Planning Training seminar organised by EALC
3. Attended Climate Change Conference webinar organised by EALC. Noted that Essex County Council (ECC) has set up a Climate Change Commission and issued an interim report available on their website. It raises the question what are we doing locally to facilitate reduction in carbon emissions to meet the net zero by 2030 target? I request that this be put on the agenda for discussion at future meeting.
4. As a result of the article in Focus magazine I have received phone calls encouraging a revival of local campaigns to encourage cycling and make it safer on the Dengie. As this connects with the ECC challenges to lower carbon emissions, I would like to pursue the question how can this Council help take this forward?

Cllr. Munford 10/02/2021

FINANCE FEBRUARY 2021 PAYMENTS			Invoices to be paid on 17.02.21					Budget	
Chq No.	Invoice No.	Payee	Cost	VAT	Total	Code	Cost	Heading	
DD	Feb '21	Daisy Communications - Telephone / Broadband	£ 65.57	£ 13.11	£ 78.68	4120	110	Tel/Broadband	
DD	Feb '21	British Gas - Electric for Council Office	£ 54.58	£ 2.72	£ 57.30	4150	110	Light & Heat	
DD	Feb '21	British Gas - Electric for Clock Tower	£ 48.95	£ 2.44	£ 51.39	4300	130	Clock Tower	
DD	Feb '21	CNG - Gas for Council office	£ 112.28	£ 5.62	£ 117.90	4150	110	Light & Heat	
DD	Feb '21	IONOS - Web hosting	£ 7.00	£ 1.40	£ 8.40	4130	110	Website	
DD	Feb '21	XLN Telecom	£ 51.44	£ 10.29	£ 61.73	4700	110	Stn House	
DD	Feb '21	Barclays Bank - Bank Charges	£ 8.45	£ -	£ 8.45	4090	110	Bank Charges	
BACS	Feb '21	Staff Salaries	£ 4,195.58	£ -	£ 4,195.58	4000	110	Salary	
BACS	Feb '21	HMRC	£ 1,040.47	£ -	£ 1,040.47	4010	110	Tax / NI	
BACS	Feb '21	ECC - Pension Fund	£ 606.79	£ -	£ 606.79	4030	110	Pension	
BACS	Refund	Stn Hse Refund 01.01.21 - 31.01.21 **	£ 215.00	£ -	£ 215.00	4700	170	Station House	
BACS	BK200275	SLCC - Town Clerk Training	£ 15.00	£ 3.00	£ 18.00	4065	110	Training	
BACS	BK200276	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	BK200490	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	BK200491	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	BK200492	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	BK200504	SLCC - Town Clerk Training	£ 45.00	£ 9.00	£ 54.00	4065	110	Training	
BACS	BK200489	SLCC - Town Clerk Training	£ 15.00	£ 3.00	£ 18.00	4065	110	Training	
BACS	BK200526	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	ORD507528	SLCC - Handbooks for Cllr W. Stamp	£ 111.50	£ 22.30	£ 133.80	4065	110	Training	
BACS	BK200648	SLCC - Town Clerk Training	£ 30.00	£ 6.00	£ 36.00	4065	110	Training	
BACS	205938	Shred Station - Holding Charges	£ 11.00	£ 2.20	£ 13.20	4160	110	Office Equip.	
BACS	746748	Viking - Stationery	£ 60.84	£ 12.17	£ 73.01	4115	110	Stationery	
BACS	13489	EALC - Councillr Munford training	£ 50.00	£ 10.00	£ 60.00	4065	110	Training	
BACS	1290080	Limes Landscaping - Work Christmas lights 2020	£ 610.00	£ 122.00	£ 732.00	4530	150	Christmas	
BACS	1254851	Thomas Fattorini - HaND Graving of Mayors Chain	£ 531.59	£ 106.32	£ 637.91	4085	110	Mayors Chain	
BACS		Kevin B. Money - A5 Office Desk Diary	£ 5.29	£ -	£ 5.29	4115	110	Stationery	
BACS	2101018	Sharpprint - Service Charge 30.10-29.01.21	£ 274.52	£ 54.90	£ 329.42	4125	110	Photocopier	
BACS		Cllr W. Stamp - 123Reg Ltd	£ 67.16	£ -	£ 67.16	4130	110	Website	
BACS	55136	The Computer Centre - Monthly Support	£ 86.67	£ 17.33	£ 104.00	4135	110	Comp. Maint.	
BACS		Road signs - Exit Road Sign - Prov. Car Park	£ 56.00	£ 11.20	£ 67.20	4440	140	Providence CP	
BACS	13576	EALC - Being a Good Employer book	£ 7.80	£ -	£ 7.80	4155	110	Lit. & Books	
		TOTAL:	£ 8,533.48	£ 445.01	£ 8,978.49			£ 8,978.49	

15:04

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100 Income</u>									
1076 Precept	188,000	188,000	203,441	203,441	0	0	203,441	0	0
1090 Bank Interest Received	150	73	0	5	0	0	0	0	0
1100 Grants & Donation Received	0	15,000	0	0	0	0	0	0	0
1110 Chamber Hire	500	600	500	0	0	0	500	0	0
1130 Ayett's Distribution	118	118	118	138	0	0	118	0	0
1990 Other Income	0	1,162	2,000	3	0	0	2,000	0	0
Total Income	188,768	204,953	206,059	203,587	0	0	206,059	0	0
Movement to/(from) Gen Reserve	188,768	204,953	206,059	203,586	0		206,059		
<u>110 Administration</u>									
4000 Staff Salary	62,500	46,525	54,950	38,499	0	0	57,800	0	0
4010 PAYE & NI	0	10,581	3,862	9,143	0	0	4,000	0	0
4030 Pension	0	6,674	5,188	6,068	0	0	5,200	0	0
4050 Staff Mileage & Benefits	500	31	500	0	0	0	500	0	0
4060 Sundries & Consumables	500	65	500	465	0	0	500	0	0
4065 Training & Conferences	2,500	1,729	2,500	1,557	0	0	2,500	0	0
4070 Mayor's Allowance	1,000	828	1,000	100	0	0	1,000	0	0
4075 Councillors Expenses	500	71	500	0	0	0	500	0	0
4080 Special Constable Provision	4,000	0	1,000	0	0	0	0	0	0
4085 Mayor's Chain	100	230	100	0	0	0	100	0	0
4090 Bank Charges	500	392	500	149	0	0	500	0	0
4095 Audit Fees	650	895	895	910	0	0	895	0	0
4100 Legal, Planning, Survey Fees	4,000	2,154	10,000	330	0	0	5,000	0	0

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Burnham On Crouch Town Council
Annual Budget - By Centre

15:04

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4105 Subscriptions & Memberships	1,500	1,546	1,733	1,427	0	0	1,785	0	0
4110 Insurance	3,400	2,339	4,000	2,303	0	0	4,120	0	0
4115 Stationery	2,000	981	1,000	225	0	0	1,000	0	0
4120 Telephone, Broadband & Postage	2,000	1,260	2,000	768	0	0	2,000	0	0
4125 Photocopier	0	2,775	1,500	1,607	0	0	1,500	0	0
4130 Website	500	992	750	70	0	0	750	0	0
4135 Computer Maintenance	1,000	2,831	1,500	2,316	0	0	1,500	0	0
4140 Water Rates & Charges	300	221	308	244	0	0	317	0	0
4145 Non-Domestic Rates	10,500	10,262	10,575	10,429	0	0	10,575	0	0
4150 Light, Heat & Power	2,300	1,890	2,300	1,276	0	0	2,300	0	0
4155 Literature & Books	200	52	200	272	0	0	200	0	0
4160 Office & Chamber Equipment	3,600	641	2,500	190	0	0	0	0	0
4165 Council Office Maintenance/Eq	5,000	1,497	5,000	60	0	0	5,000	0	0
4170 Pitch Roof Maintenance	1,000	0	6,000	1,598	0	0	6,000	0	0
4175 Van	1,000	1,076	2,000	0	0	0	2,000	0	0
4185 Grants & Donations	5,100	2,400	2,000	2,050	0	0	5,100	0	0
4195 Election Fund	3,000	69	3,000	0	0	0	3,000	0	0
4200 Extraordinary Expenses	0	0	1,000	0	0	0	750	0	0
Overhead Expenditure	119,150	101,005	128,861	82,057	0	0	126,392	0	0
Movement to/(from) Gen Reserve	(119,150)	(101,005)	(128,861)	(82,057)	0		(126,392)		
130 Council Activities									
1300 Hanging Basket Sales	500	552	500	0	0	0	500	0	0
Total Income	500	552	500	0	0	0	500	0	0

Continued on next page

15:04

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300 Clock Tower, Clock & Electric	1,200	650	1,200	961	0	0	1,500	0	0
4310 Clock Electricity	0	130	0	0	0	0	0	0	0
4320 Town Cup	100	0	100	0	0	0	100	0	0
4350 CPO Service	20,200	19,811	20,200	8,550	0	0	20,200	0	0
4360 Tourism	5,000	5,000	5,000	0	0	0	1,000	0	0
4370 Town Maintenance	5,000	6,890	5,500	0	0	0	5,500	0	0
4380 Direct Maintenance	0	255	0	0	0	0	0	0	0
4390 Notice Boards	500	0	1,500	0	0	0	1,500	0	0
4560 Town Sign	2,000	0	2,000	0	0	0	2,000	0	0
4570 Volunteer in Policing	1,000	0	0	0	0	0	0	0	0
4590 Ayletts Distribution	118	0	118	0	0	0	118	0	0
Overhead Expenditure	35,118	32,736	35,618	9,511	0	0	31,918	0	0
Movement to/(from) Gen Reserve	(34,618)	(32,184)	(35,118)	(9,511)	0		(31,418)		
140 Open Spaces									
4175 Van	0	137	0	1,137	0	0	0	0	0
4185 Grants & Donations	0	700	0	0	0	0	0	0	0
4195 Election Fund	0	3,293	0	114	0	0	0	0	0
4400 Grass Cutting	11,000	6,624	11,000	3,273	0	0	11,000	0	0
4401 Environment Projects	0	238	3,980	526	0	0	8,000	0	0
4410 War Memorial	800	160	800	0	0	0	800	0	0
4411 Memorial Benches	0	0	3,000	0	0	0	0	0	0
4440 Providence Car Park	3,000	4,623	3,000	0	0	0	3,000	0	0
4501 Town Events	4,000	0	4,000	0	0	0	4,000	0	0

Continued on next page

Burnham On Crouch Town Council
Annual Budget - By Centre

15:04

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4580 Arcadia Road Wildlife Area	1,000	0	0	0	0	0	0	0	0
4610 Works on Council trees	0	300	1,000	0	0	0	1,000	0	0
4620 Observatory	0	0	500	0	0	0	0	0	0
4800 Tourism Project/Regeneration	0	0	0	0	0	0	5,649	0	0
Overhead Expenditure	19,800	16,076	27,280	5,050	0	0	33,449	0	0
Movement to/(from) Gen Reserve	(19,800)	(16,076)	(27,280)	(5,050)	0		(33,449)		
<u>150 Events</u>									
1150 Quay Day	0	3,836	0	0	0	0	0	0	0
1720 Summer Swimming	2,000	2,606	2,000	0	0	0	2,000	0	0
Total Income	2,000	6,442	2,000	0	0	0	2,000	0	0
4500 Civic Receptions (in House)	2,000	3,727	2,500	0	0	0	2,500	0	0
4501 Town Events	0	379	0	0	0	0	0	0	0
4520 Burnham Week	0	385	0	0	0	0	0	0	0
4530 Festive Lighting & Christmas	5,000	10,056	10,000	6,981	0	0	10,000	0	0
4540 Summer Swimming	2,000	5,011	2,600	0	0	0	2,600	0	0
4550 Quay Day	500	4,477	1,000	0	0	0	1,000	0	0
Overhead Expenditure	9,500	24,036	16,100	6,981	0	0	16,100	0	0
Movement to/(from) Gen Reserve	(7,500)	(17,594)	(14,100)	(6,981)	0		(14,100)		
<u>160 Allotments</u>									
1600 Allotments Rents	1,000	789	1,000	0	0	0	1,000	0	0
Total Income	1,000	789	1,000	0	0	0	1,000	0	0

Continued on next page

15:04

Burnham On Crouch Town Council
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600 Allotments Expenditure	1,500	450	1,500	0	0	0	1,500	0	0
Overhead Expenditure	1,500	450	1,500	0	0	0	1,500	0	0
Movement to/(from) Gen Reserve	(500)	339	(500)	0	0		(500)		
<u>170 Old Station House</u>									
1700 Old Station House Rent	4,800	5,165	4,800	2,920	0	0	4,800	0	0
Total Income	4,800	5,165	4,800	2,920	0	0	4,800	0	0
4700 Old Station House Expenditure	5,000	1,499	5,000	4,036	0	0	5,000	0	0
Overhead Expenditure	5,000	1,499	5,000	4,036	0	0	5,000	0	0
Movement to/(from) Gen Reserve	(200)	3,666	(200)	(1,116)	0		(200)		
<u>999 VAT Data</u>									
115 VAT on Receipts	12,500	0	0	0	0	0	0	0	0
Total Income	12,500	0	0	0	0	0	0	0	0
515 VAT on Payments	12,500	0	0	0	0	0	0	0	0
Overhead Expenditure	12,500	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	0		0		
Total Budget Income	209,568	217,901	214,359	206,507	0	0	214,359	0	0
Expenditure	202,568	175,801	214,359	107,635	0	0	214,359	0	0
Movement to/(from) Gen Reserve	7,000	42,100	0	98,872	0		0		

**Bank Reconciliation Statement as at 29/01/2021
for Cashbook 1 - Barclays Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	29/01/2021	1	92,205.60
			<u>92,205.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92,205.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			92,205.60
		Balance per Cash Book is :-	92,205.60
		Difference is :-	0.00

**Bank Reconciliation Statement as at 09/02/2021
for Cashbook 5 - Unity Trust Bank Current a/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank current a/c	31/01/2021	1	117,805.01
			<u>117,805.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			117,805.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			117,805.01
		Balance per Cash Book is :-	117,805.01
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 6 - Unity Trust Bank EMR**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - EMR account	31/01/2021	1	39,000.00
			<u>39,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,000.00
		Balance per Cash Book is :-	39,000.00
		Difference is :-	0.00

Burnham On Crouch Town Council

Bank - Cash and Investment Reconciliation as at 9 February 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

29/01/2021	Current A/c	92,205.60
02/01/2020	Barclays Business Saver 848	0.00
01/04/2018	Barclays Business Saver 149	5.10
31/12/2020	Petty Cash	2.68
31/01/2021	Unity Trust Bank current a/c	117,805.01
31/01/2021	Unity Trust Bank - EMR account	39,000.00

249,018.39

Receipts not on Bank Statement

0.00

Closing Balance

249,018.39

All Cash & Bank Accounts

1	Current Bank A/c	92,205.60
2	Barclays Business Saver 848	0.00
3	Barclays Business Saver 149	5.10
4	Petty Cash	2.68
5	Unity Trust Bank	117,805.01
6	Unity Trust Bank EMR	39,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	249,018.39

Burnham On Crouch Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 9 February 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	150,648.74	249,520.49
105	VAT Control Account	5,045.49	502.10
	Less Total Debtors	5,045.49	502.10
200	Current Bank A/c	93,758.02	92,205.60
220	Barclays Business Saver 149	5.10	5.10
230	Petty Cash	8.68	2.68
240	Unity Trust Bank	51,831.45	117,805.01
250	Unity Trust Bank EMR	0.00	39,000.00
	Total Cash and Bank Accounts	145,603.25	249,018.39

Agenda Item 442

IT report for Council 16/02/21

1) Meeting recordings on the website

Due to the previous system of uploading minutes to the BTC website being complicated and requiring the use of a second platform to which Mark Eagling does not have access, it has been suggested that we follow the example of other Councils, including MDC, and create our own YouTube channel as the most effective way of arranging public access to these recordings. Cllr Calver has experience in doing this and my understanding is that there is no cost involved. I therefore propose that we agree for Cllr Calver and the Acting Town Clerk to take this forward.

2) Councillor email addresses

Many Councillors have been experiencing difficulties with their emails. I have spoken to Neil Christie at the Computer Centre and he and Paul Webb have suggested the following:

At the moment you pay for Fasthosts hosting, but we would recommend Office 365 as everything synchronises a lot better and is a lot easier for end users to configure and use on devices. The council are using this service for the burnhamtowncouncil.com domain but not the burnhamoncrouchtowncouncil.gov.uk domain which is the one you are using. You are currently paying £20 + VAT per month with Fasthosts, to use Office 365 it would be £3 + VAT per user, I believe you have 10 users so £30 + VAT.

This does represent a £10 per month increase for the Council; however, if this change can resolve the issues that we are experiencing, I believe it would represent value for money. I therefore propose that we instruct the Computer Centre to switch our accounts from Fasthosts to Office 365 as recommended.

3) Website

Mark Eagling is ready to split the website. He advises:

As far as I am concerned, the new BTC website (currently at <https://next.burnham.info/>) is covered within the £300 I quoted you before (as it's basically done, it just needs to be rolled out to its new URL) but the matter of separation of the two websites is a little more complicated and will require some modest additional expenditure (I envisage an additional sum of £200, which will bring the total cost to £500).

As we discussed originally, I advise that we divide the current website into two new domains.

burnhamoncrouchtowncouncil.gov.uk which will be the new BTC website managed by Officers.

burnhamoncrouch.uk which will be the new home of the tourism/information website that Nick will manage.

burnham.info will continue to exist, but just as an empty domain with no content - basically a URL exchange handled through some technical wizardry on my part to keep the Google links pointing at the correct page on the appropriate website.

I am envisaging that in the first instance, both websites will look the same, the only difference being in the layout of the homepages, but the overall look and feel will effectively be identical. They will obviously need completely different architecture to support the different content. These websites can be changed independently in the future, should that be required. I also understand that I shall need to deliver some additional training for Officers, so that they can confidently run the website. I'll communicate with him further on this as we get to the point where the new site is up and running. I know that one further point that we discussed was accessibility, and I am keen that expectations are satisfied in this area - I think the best way to achieve this is for me to get the new site up and running as quickly as possible, then identify the areas where issues are identified and clear those up on a page-by-page basis.

Another thing to consider is hosting, I have an idea that will save a few pounds, but far more importantly than the cost saving it will provide a dramatic improvement in performance, as well as placing the website within UK borders (for those who know how to look for these things!)

I therefore propose that we agree the additional £200 required to split the website as suggested. As Cllr Donnelly has already identified the accessibility issues, so I would suggest that she communicate with Mark as required in order to resolve these in the manner he suggests.

Vanessa Bell

Agenda Item 444

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Miss Sarah Grimes, Town Clerk
elections@maldon.gov.uk
Burnham-on-Crouch Town Council Offices
Chapel Road
Burnham-on-Crouch
Essex
CM0 8JA

Email:

Date: 11 February 2021

Dear Miss Sarah Grimes, Town Clerk

Essex County Council and Police, Fire and Crime Commissioner Elections – 6 May 2021
Town Council Offices Chapel Road, Burnham-on-Crouch, Essex, CM0 8JA, ,

The current information we have looks to the above elections taking place on 6 May 2021. Would you please confirm that your premises will be available on 6 May for use as a polling station. **If the premises are not available on the date given, please contact us as soon as possible so that we will have enough time to seek an alternative location.**

Covid-19

It is highly likely that we will need to conduct a risk assessment of your premises, therefore you might be contacted about this during the coming months.

Voting screens

- These will be delivered prior to polling day, although we will contact your designated keyholder in advance to agree a delivery slot, as we have done before.
- These will be collected after polling day, again at an agreed time.

Please ensure the following

- That the facility is available for staff from 6am on polling day, until around 10.30pm after the close of poll.
- That tables and chairs are available for the staff and that lighting and adequate heating is available, should it be needed, and in working order.
- If a portable ramp is available for use by voters with additional access needs, please could you ensure it is available to use.

Please complete and return the enclosed form via email confirming that the premises can be made available and has been provisionally booked for the above elections.

If any information is incorrect, please amend it clearly.

Payment for the use of the premises will be made via BACS upon receipt of an invoice from you. We will issue a purchase order once we know what your charge(s) will be. The purchase order number must be included on the invoice issued or this may delay payment being made.

We have provided the dates of future elections and would be grateful if these could be noted.

Year	Election Type	Date
2021	Essex County Council / Police, Fire and Crime Commissioner	06-May
2022	NONE	NONE
2023	District and Parish	04-May
2024	Police, Fire and Crime Commissioner / possibly General Election	02-May
2025	Essex County Council	01-May
2026	NONE	NONE
2027	District and Parish	06-May
2028	Police, Fire and Crime Commissioner	04-May
2029	Essex County Council	03-May

If you have any queries, please email us at elections@maldon.gov.uk

On behalf of the Returning Officer, thank you for your continued co-operation in allowing us to use your venue and we look forward to working with you in the future.

Yours sincerely



Jo West
Resources Caseworker

Confirmation Form Town Council Offices

Polling Station Booking Details - Thursday 6 May 2021

1. Address & Telephone Number: Town Council Offices Chapel Road Burnham-on-Crouch Essex CM0 8JA	2. Booking Agent: Miss Sarah Grimes, Town Clerk Burnham-on-Crouch Town Council Offices Chapel Road Burnham-on-Crouch Essex CM0 8JA
Tel: 01621 783426	Tel: 01621 783426
3. Key Holder 1: Miss Sarah Grimes Town Council Offices Chapel Road Burnham-on-Crouch Essex CM0 8JA	4. Account Payee: Burnham Town Council Chapel Road Burnham-on-Crouch Essex CM0 8JA
Tel: 01621 783426	Payee: Burnham-on-Crouch Town Council Hire Charge: 100.00
5. Key Holder 2: Miss Julie Vaughan Town Clerk's Assistant Town Council Offices Chapel Road Burnham-on-Crouch Essex CM0 8JA	6. Polling Booth Delivery and Collection: <i>(Please enter below any special arrangements you require).</i> OFFICES ARE ONLY MANNED BETWEEN 9.30 AM AND 12 NOON MONDAY TO FRIDAY
Tel: 01621 783426	
Email address: office@burnhamtowncouncil.com	
Polling Station Notes: Approx. Hall Dimensions 7.1m x 5.7m	
Presiding Officer Notes:	
Alterations & Adaptations to Premises: <i>(Please detail any changes made to the property since the last election)</i>	
Wifi Name: TNCAP7280B1	
Wifi Password: Burnham 1 (capital B)	
I confirm that the accommodation has been booked. Signed:	
020000400013FF27	
Date:	
020000400013FF27	

I confirm the request on this occasion has been declined.

Signed:

020000400013FF65

Date:

020000400013FF65

The name(s) and address(es) of the correspondent/caretaker/keyholder of the premises are as follows: *(please amend where necessary)*

Booking Agent:	Miss Sarah Grimes, Town Clerk Burnham-on-Crouch Town Council Offices Chapel Road Burnham-on-Crouch Essex CM0 8JA	Payee:	Burnham Town Council Chapel Road Burnham-on-Crouch Essex CM0 8JA
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Telephone 01621 783426

Telephone 01621 783426

KeyHolder1: Miss Sarah Grimes
Town Council Offices
Chapel Road
Burnham-on-Crouch
Essex
CM0 8JA

KeyHolder2: Miss Julie Vaughan
Town Clerk's Assistant
Town Council Offices
Chapel Road
Burnham-on-Crouch
Essex
CM0 8JA

Telephone 01621 783426

Telephone 01621 783426

Charge for the use of the premises: £

Cheque to made payable to:

Burnham-on-Crouch Town Council

Please answer the following questions relating to the premises:

Is there on-site or adjacent car parking?

Yes / **No**

Are there kitchen facilities available for use?

Yes / No

Is there reasonable access for the disabled?

Yes / No

Is there adequate heating and lighting?

Yes / No

Is there a slot meter for electricity supply?

Yes / **No**

If yes, denomination of coins accepted

Is there a first aid kit on the premises which can be accessed by the polling station staff?

Yes / No

Is there a telephone on the premises which can be accessed by the polling station staff at all times when they are on the premises?

Yes / **No**

If yes, what is the number?

Please ensure a caretaker will be available for the Polling Station for the duration of the Election and that they will be responsible for ensuring the station is accessible at all times.

Name..... Dated

Agenda item 445

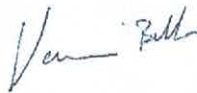
5th February 2021

Acting Town Clerk,
Burnham Town Council,
Council Office,
Chapel Road,
Burnham on
Crouch,
Essex,
CM08NR.

Dear Mr Money

Would you please arrange for item relating to representatives on committees (minute number 323) from the Town Council Meeting dated 8 September 2020 to be reconsidered at the next Council meeting on 16 February in accordance with standing order 7 (a).

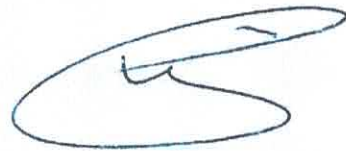
Three Councillors have signed the letter below:



Cllr Vanessa Bell
05/02/21



Cllr Mary-Ann Munford



Cllr Wendy Stamp

322 INTERNAL OFFICES (continued)

In addition, the public body must be aware of all the website's content and what may not be compliant and publish an Accessibility Statement.

As a simple guide, to comply with these accessibility guidelines, a public body must have:

- A WCAG 2.1 AA rated compliant website by September 2020.
- An Accessibility Policy Statement following a standard format by September 2020.
- An Accessible Documents statement, following a standard format by September 2020.
- A process to regularly monitor & review the website.
- A process to provide requests for content that is not in a compliant format.

It was agreed that discussion of the options for long term maintenance of the website be considered at a future Meeting when the Council is operating at full membership.

323 TOWN COUNCIL COMMITTEES/WORKING GROUPS

Members were requested to consider the appointment of Members to Town Council Committees and Working Groups in order to fill vacant positions:

Neighbourhood Development Plan Strategy Group (1)

Haul Road Working Group (3)

Observatory Working Group (3)

Tourism Working Group (1)

RESOLVED: - that this Item be deferred until the Council is operating at full membership.

324 CCTV

All Members had received a copy of the proposal which had been commissioned, at no cost to the Town Council, as a result of a rise in anti-social behaviour. Councillor Stamp and Spencer Clarke, Community Safety Officer for Chelmsford and Maldon, had walked around the town identifying areas suitable for CCTV. Richard Holmes had stated that Maldon District Council is willing to support the proposal and contribute to the cost. Councillor Stamp confirmed that she would circulate the structural engineers' report to Members. It was agreed to look at this in detail at future Budget Meetings.

RESOLVED: - that this Item be deferred to a future Meeting.

325 WAR MEMORIAL

Councillor Stamp had requested that Members discuss the improper use of the environs of the war memorial and consider options to resolve this. Councillor Pratt stated that the local branch of the Royal British Legion had been opposed to previous proposals to fence off the war memorial area.

RESOLVED: - that this Item be deferred to a future Meeting.

326 CASUAL VACANCIES IN THE NORTH AND SOUTH WARDS OF THE TOWN

The Town Clerk reported that 3 casual vacancies had arisen, 2 in the north ward and 1 in the south ward of the town, following the resignations of Councillors Fiona Clegg, Jane English and Nick Skeens. The public notices of casual vacancy (LOCAL GOVERNMENT ACT 1972 LOCAL ELECTIONS (PARISHES AND COMMUNITIES) RULES 1986) would now be posted. An election to fill the vacancies would be held if, within fourteen days from the date of the notice, ten local government electors for the ward of the town make written requests to the Returning Officer at Maldon District Council, asking for such an election to be held. However, the May 2020 local elections, and all by-elections due to take place from 15 March 2020, have been postponed until 6 May 2021. The requirement in legislation for a notice of casual vacancy to be posted remains, thereby announcing that such a vacancy exists. Therefore, the vacant seat would remain until an election can be held in May 2021. If a by-election is not requested, the Council can fill the seat by co-option in accordance with the Council's co-option policy.

Agenda Item No. 446.

Preparing the Station House for reopening for the CAB to use from April onwards, COVID rules permitting.

Report to: BTC Full Council Meeting on 16th February 2021

Author Cllr Munford

Subject: Proposal to commence the risk assessments and other preparatory work necessary to reopen CAB services at the Station House in April if permitted or as soon as allowed thereafter.

1. The Manager, Lucy Bettley, is keen to reopen the CAB in the Station in Burnham in April or as soon as permitted. She recognises that there may well be significant demand for CAB services as things open up Post COVID Lockdown, partly as a result of COVID related hardships such as job losses, risk of evictions, and people generally having put their problems on hold. Not everyone has been able to use the CAB on-line and telephone services and travel to Southminster has not been ideal for Burnham residents who prefer face to face consultations.
2. The risk assessments concerning use of the Station House need updating which could begin soon.
3. Issues of room use, appropriate ventilation, appropriate waiting areas need to be resolved.
4. The contract for CAB services needs to be found, reviewed and updated which can be done via email and telephone calls.
5. Other preparatory work as identified by Councillors, Town Clerk and CAB.

Resolution: The Council is asked to authorise the Town Clerk to commence this preparation work.

Cllr Munford 10/02/2021