

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
CANVEY ISLAND TOWN COUNCIL**

**HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND ON
MONDAY 12TH MAY 2008 AT 7.30PM**

PRESENT:

Councillors: D. Blackwell (Chairman)
D. Anderson J. Anderson C. Andrews R. Bishop
P. Davis (from 7.35pm) B. Dixie P. Greig
N. Harvey (Vice –Chairman) R. Howard (from 7.40pm)
J. Liddiard

Also present: Borough Councillor Lee Barratt, eight members of the public, one member of the press
Mrs J. Abel – Town Clerk
Mrs E. DeCan – Assistant to the Clerk

1. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr. Dixie nominated Cllr. Blackwell as Chairman for the 2008/09 Council year. The nomination was seconded by Cllr. Liddiard. There were no other nominations therefore Cllr. Blackwell was elected as Chairman of the Council.

2. ACCEPTANCE OF CHAIRMAN'S DECLARATION OF OFFICE

The Clerk reported that the declaration of office document was not available at the meeting.

RESOLVED that Cllr. Blackwell signs the declaration of acceptance of office at an early opportunity and prior to the next meeting.

3. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

Cllr. J. Anderson nominated Cllr. Harvey as Vice-Chairman for the 2008/09 Council year. The nomination was seconded by Cllr. Greig. There were no other nominations therefore Cllr. Harvey was elected as Vice-Chairman of the Council.

4. APOLOGIES FOR ABSENCE

No apologies for absence were received.

5. DECLARATIONS OF INTEREST

No declarations of interest were received.

6. FORMATION OF COUNCIL COMMITTEES

The Council had previously formed a Planning Committee.

RESOLVED that the Council carries out its future business through the formation of the following committees in addition to the Planning Committee:

- Environment and Open Spaces
- Community Relations
- Policy and Finance

7. STANDING ORDERS FOR THE FUNCTIONING OF COMMITTEES

RESOLVED that the Council's Committees are governed by the Standing Orders appended to these minutes as Appendix A until such time as the Council adopts Standing Orders which may supercede the appended document.

Cllr. Howard joined the meeting.

8. COMMITTEES' TERMS OF REFERENCE

RESOLVED that the Terms of Reference for the Council's committees as appended to these minutes as Appendix B are accepted by the Council.

9. APPOINTMENT OF CHAIRMAN TO THE COUNCIL'S COMMITTEES

i. Environment and Open Spaces

Cllr. Dixie nominated Cllr. J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr. Harvey. There were no other nominations therefore Cllr. J. Anderson was elected as Chairman of the Committee.

ii. Community Relations

Cllr. D. Anderson nominated Cllr. Liddiard as Chairman of the Committee. The nomination was seconded by Cllr. J. Anderson. There were no other nominations therefore Cllr. Liddiard was elected as Chairman of the Committee.

iii. Policy and Finance

Cllr. Liddiard nominated **Cllr. Davies** as Chairman of the Committee. The nomination was seconded by Cllr. Greig. There were no other nominations therefore **Cllr. Davies** was elected as Chairman of the Committee.

iv. Planning

RESOLVED that the Chairman of the Planning Committee appointed in the previous Council year, Cllr. Dixie, is appointed for a further year.

Cllr. Davies joined the meeting.

10. APPOINTMENT OF MEMBERS TO THE COUNCIL'S COMMITTEES

RESOLVED to appoint the following members to the Council's Committees:

i. Environment and Open Spaces

Councillors R. Bishop, B. Dixie, P. Greig and R. Howard

ii. Community Relations

Councillors D. Anderson, C. Andrews, P. Davies, R. Howard

iii. Policy and Finance

Councillors R. Bishop, R. Howard

iv. Planning

Councillors R. Bishop (Vice – Chairman) D. Anderson, C. Andrews, P. Greig

RESOLVED that the Chairman and Vice - Chairman of the Council are ex-officio members of each of the Council's committees.

11. PUBLIC FORUM

The Chairman introduced Mrs Elaine DeCan to Council members and members of the public in attendance. Mrs DeCan had recently joined the Council's staff as Assistant to the Clerk.

Questions and representations were invited from the public gallery about issues relating to Canvey Island for a period of ten minutes.

- i. Mr Dave Conner requested that the Council considered making a grant to the Essex Scouts to enable them to run a summer camp for children from disadvantaged families. The Clerk advised that a grant application for would be sent to Mr Conner.
- ii. A query was raised about the Committees terms of reference.
- iii. The Council was asked whether its Committee meetings would be open to the public. The Council confirmed that they would.
- iv. Information was requested about the formation of the Town Council and its purpose.

12. SCHEDULE OF MEETINGS FOR THE FORTHCOMING YEAR

RESOLVED to adopt the schedule of meetings for the forthcoming year as appended to these minutes as Appendix C.

13. MINUTES OF THE MEETING HELD ON 3RD MARCH 2008

Members were asked to approve the minutes of the meeting held on 3rd March 2008 as a true and accurate record of the proceedings.

RESOLVED to approve the minutes of the meeting held on 3rd March 2008 as a true and accurate record of the proceedings and for the Chairman to sign them as such.

14. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 3RD MARCH 2008

Item 9. Tewkes Creek Wood

The Clerk reported that a response had not been received from Castlevew and Winter Gardens Junior School in respect of the Council's suggestion that their pupils might like to name the newly planted area.

RESOLVED that the Clerk writes to all schools on the Island to ask if their pupils could suggest a name for the area.

The Clerk then reported that contact had been made with Essex County Council in the hope of securing further funding for tree planting to extend the planted area. Members were advised that costs were being sought from King and Co. for the supply of trees. A contractor had also been sourced who could water the trees in the event that 2008 was a dry summer. A contractor had also been asked to spot treat with herbicide the area around the base of each tree.

Item 17. Dog Fouling

The Clerk was asked to provide an update to Members. It was reported that meetings had taken place with CPBC officers to explore the options available to address the problem. The Clerk advised that CPBC officers would be invited to the next meeting of the Environment and Open Spaces Committee to discuss these options with Committee Members.

15. ANNUAL TOWN MEETING

Members were advised that the first Annual Town Meeting would be held at The Paddocks from 7.30pm and Paul Eveleigh, Essex Police Chief Inspector, Castle Point District and David Marchant, CEO, CPBC had accepted invitations to attend as guest speakers. The Clerk had obtained quotes from three catering companies which indicated the cost of refreshments for the evening to be £220.

RESOLVED that the Council allocates a budget of £220 for the provision of light refreshments for attendees and guests.

16. CASTLE POINT SHOW

The Clerk reported that enquiries had been made into the Council's attendance at the Castle Point Show on 22nd June 2008. The cost to have a stand in the marquis was £20. Members were keen to attend as it was considered that this event would be a good opportunity to raise the Council's profile in the community.

RESOLVED that the Council attends the Castle Point Show on 22nd June 2008 and sets a budget for costs associated with the event of £100.

17. COUNCILLOR SURGERIES

RESOLVED that Councillors will hold surgeries in the Council Office foyer every Saturday morning between 10am and 12 noon from Saturday 7th June 2008.

18. COAT OF ARMS

Members were advised that the transfer of the Canvey Coat of Arms was reaching completion and that the Council was now authorised to use it. The Clerk was trying to obtain some art work for it.

19. CHAIRMAN'S CHAIN OF OFFICE

Members discussed obtaining a chain of office to be worn by the Chairman of the Council when officiating at or attending civic events. The Clerk advised that this could be pursued when the Council had received artwork for the Canvey Coat of Arms.

RESOLVED that the Council refers this matter to the Policy and Finance Committee for further consideration.

20. CANVEY LAKE

Correspondence was reported from Ian Burchill, Director of Environment, CPBC, which asked if the Town Council wished to take a leading role in respect of the future management and operation of the Lake. It was anticipated that Mr Burchill would be progressing this matter with CPBC officers and Cabinet Members. Councillors were frustrated that matters were not progressing more quickly. Cllr. Harvey reported a recent incident which had occurred at the Lake involving a member of the public and a fisherman.

RESOLVED that the Council confirms its wish to take a leading role in the management and operations of Canvey Lake.

21. THAMES AMBULANCE SERVICE

i. Heart Start Training for Councillors

Cllr. Bishop advised Members of a meeting attended by himself and the Clerk at which the TAS had offered to deliver training to Councillors free of charge. Cllr. Bishop and the Clerk advised they intended to take up this offer. The Clerk advised that Members would be contacted to establish the level of interest and arrange a date for the event.

ii. First Aid training in schools

Cllr. Bishop advised that the meeting had also met with the year 7 head of Castle View School to discuss a proposal that TAS and CITC worked jointly to deliver first aid training to year 7 pupils. A further meeting was to be held to explore this further. The indicative costs for this were in the region of £1,000. The Council was asked to consider raising a budget of £1,000 to enable this project to be pursued.

RESOLVED that the Council raises a budget of £1,000 for First Aid Training delivery to Castle View school.

22. PURCHASE OF DOMAIN NAME/WEBSITE SET UP

The Clerk reported that the cost of domain name purchase for a .gov.uk address was £90. The Council was asked to consider setting a budget of £500 to enable the Clerk to progress the setting up of the Council's web presence.

RESOLVED that the Council establishes a budget of £500 for domain name purchase and website development.

23. GRANTS 07/08

Councillors considered grant applications received as follows:

i. Coastwatch

An application had been made for the sum of £1,000 for equipping the new Watch Station on Eastern Esplanade. Members expressed an interest in visiting the Coastwatch facilities at an early opportunity. The Clerk was asked to arrange this.

RESOLVED to grant Coastwatch the sum of £1,000 from the 2007/08 grant fund.

ii. Castle Point Sports Council

Members were advised that a grant of £2,000 had historically been awarded to CPSC to enable financial assistance to be offered to needy sports clubs or individuals. The Clerk reminded Members that this award had been for the benefit of residents' of the whole Borough and the Town Council was required to ensure that its funds were used predominantly for the benefit of the Canvey Island community. It was suggested that the Council could consider making an award of £1,000 to address this issue. Cllr. Harvey wished it to be recorded that he did not support the application. Cllr. Dixie proposed that the Council awarded a payment of £1,000 to CPSC. The proposal was seconded by Cllr. J. Anderson.

RESOLVED that the Council makes an award of £1,000 to CPSC from the 2007/08 grant fund.

24. CANVEY WAR MEMORIAL

It was reported that a meeting was held on 12th March 2008 to consider proposals from the RBL about the renovation of the war memorial and gardens. The meeting was attended by Cllr. Liddiard and the Town Clerk, members and officers from CPBC, representatives from GSE together with representatives from RBL. The RBL was advised that it would need to obtain scale drawings of its proposals and CPBC and Groundworks SE offered assistance with design expertise. The Town Council representatives had spoken of the possibility that CITC could assist with the long term maintenance of the war memorial garden but would wish to have an input in the decisions made on design.

RESOLVED to delegate this matter to the Community Relations Committee for future consideration.

25. FLOWER DISPLAYS – TOWN CENTRE

The Clerk reported costs for planters similar to those in Southend and Thurrock Boroughs. The supplier was David Ogilvie Engineering who had advised that planters were in the region of £800 each. Verbal permission had been granted by an ECC Highways Officer to locate the planters on ECC land near the Library. However, if planters were located in Furtherwick Road permission would be required from individual shop/land owners for siting planters.

RESOLVED that the Council:

- delegates this matter to the Environment and Open Spaces Committee to establish the final planter design, location and contractor to carry out planting and maintenance;
- agrees a maintenance budget of £600pa.

Councillors were asked to consider a quotation for Mr Bradley Cox to supply and maintain eight planters opposite the Monico at the seafront at a cost of £320. Mr Cox worked with the Sea Scouts who used the planter maintenance to support their achievement of a Community award.

RESOLVED that Mr Cox is awarded the contract for the planting out and maintenance of the planters opposite the Monico at a cost of £320.

26. SKATEBOARD PARK

The Clerk had attended a meeting on 2nd May to consider the issues at the Skateboard Park. It was reported that CPBC/ECC had now agreed with the user group that they would be issued with entry cards to Waterside Farm to use the facilities which obviated the need for a toilet installation on the site. CITC had been asked to consider funding a CCTV camera for the site. The Clerk had requested that costs were obtained for completion of the final phase of the scheme together with security/safety requirements to enable CITC to consider its involvement and possible contribution to the overall scheme.

RESOLVED that the Council delegates this matter to the Environment and Open Spaces Committee for further consideration.

27. SEA FRONT GARDENS

Members were advised that the Clerk and Cllr. Blackwell had attended a site meeting with Pinnacle on 1st May 2008 to look at ways in which the Town Council could work with CPBC and Pinnacle to improve the appearance of the garden areas. Pinnacle had been asked to put proposals to the Council for consideration at the Council meeting. Unfortunately, Pinnacle's proposals were not available for presentation at the meeting.

28. ANNUAL SUBSCRIPTIONS – BUDGET FOR 2008/09

RESOLVED that a budget of £3,000 be approved for annual subscriptions in the 2008/09 year.

29. REPORT FROM BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

None were received.

30. REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr. Howard reported that highway safety improvements to Canvey Way would be announced shortly and that discussions had been taking place about a third road on and off Canvey Island.

31. FINANCE

RESOLVED that payments in March of £10,027.29 + VAT and in April £30,666.24 + VAT be approved.

32. GRANT AWARD

The Clerk reported the success of an application to the Essex Association of Local Councils for financial assistance with Councillor Training. An award of £300 had been received.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

33. TOWN COUNCIL – DEVELOPMENT WORKS

Members were advised that a meeting was scheduled to take place with Joy Sheppard, County Secretary of EALC and David McPherson-Davis, Treasurer, EALC on 16th May. Cllr. Blackwell, Cllr. Harvey and the Clerk were to attend.

The meeting closed at 9.07pm.

CHAIRMAN

DATE