

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND ON  
MONDAY 23<sup>RD</sup> MAY 2016 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr P. Greig, Cllr M. Tucker, Cllr. J. Blissett, Cllr. B Campagna, Cllr A. Acott and Cllr. D Blackwell

**Also present:** Mrs E Hunt – Town Clerk  
Mrs E. De Can – Responsible Financial Officer  
Mrs L Windley – Community & Events Officer  
Mrs A Ruskin – Community Warden  
9 members of the public

Cllr P Greig welcomed the members of the public and thanked the members for their support during his chairmanship giving special thanks to the Town Clerk and Community and Events Officer for their support during his term of office.

**CO/001/16 – TO ELECT THE CHAIRMAN OF THE COUNCIL 2016/17**

Cllr D. Blackwell nominated Cllr M. Tucker as Chairman for the 2016/17 Council year. The nomination was seconded by Cllr A. Acott. There were no other nominations therefore Cllr M. Tucker was elected as Chairman of the Council.

**CO/002/16 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Clerk provided Cllr M. Tucker with the Declaration of Acceptance of Office document which was signed and witnessed by the Town Clerk and Proper Officer.

**CO/003/16 - TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR 2015/16**

Cllr P. Greig nominated Cllr J. Anderson as Vice-Chairman and the nomination was seconded by Cllr D. Blackwell. There were no other nominations therefore Cllr J. Anderson was elected as Vice-Chairman of the Council for 2016/17.

**CO/004/16 – TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Vice Chairman was not present at the meeting to sign his Declaration of Acceptance of Office. Members **RESOLVED** to defer the signing of this document until the next available meeting.

**CO/005/16 – TO CONSIDER AND AGREE TO CHANGE THE TITLE OF TOWN COUNCIL CHAIRMAN TO TOWN COUNCIL MAYOR**

Members were asked to consider a request to change the title of Town Council Chairman to Town Council Mayor. Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of the Town Council the title of Town Mayor.

Cllr D Blackwell moved to change the title of Town Council Chairman to Town Mayor recommending that it be a non-political position and that the Town Mayor Chair Full Council meetings only and not sit as Chairman on any other committee to enable them to effectively carry out their official duties during their term of office.

The Town Clerk advised that the budget for Civic Regalia for 2016/17 had been reduced to £250.00 and that this should be taken into consideration due to the changes that would be required to be made to Regalia should members agree to change the title. The Town Clerk informed members that the procurement of an honours board had already taken the Council over that budget and should funding opportunities be unavailable, the Council could consider a virement budget to be taken from the Councils general reserves into the Civic Regalia Budget.

Cllr D Blackwell recommended that the Town Clerk seek funding opportunities

Members considered the request and **RESOLVED** to change the title of Town Council Chairman to Town Mayor.

Members were asked to consider a virement budget and **RESOLVED** a budget of up to £1,000 be vired from the general reserves budget into the Civic Regalia budget to cover the costs of changes to be made to existing regalia should funding opportunities be unavailable.

#### **CO/006/16 - APOLOGIES FOR ABSENCE**

Cllr T. Belford provided his apologies due to a holiday commitment. Cllr J. Anderson and Cllr D. Anderson provided their apologies due to a holiday commitment. Cllr N. Harvey provided his apologies due to work commitments. Cllr P May provided his apologies due to illness.

#### **CO/007/16 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

There were none.

#### **CO/008/16 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES**

The Clerk requested that all members review their existing Register of Interest forms and complete new forms and return them within 28 days.

#### **CO/009/16 - PUBLIC FORUM - TO RECEIVE CONTRIBUTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND ON ITEMS ON THE AGENDA FOR A PERIOD NOT EXCEEDING TEN MINUTES**

Cllr B Palmer asked to make comment on item CO/005/16 advising members that Michaels were a company who specialised in Civic Regalia, robes and chains and that they had recommendations from many Borough and District Councils.

No other members wished to speak.

#### **CO/010/16 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 25<sup>TH</sup> APRIL 2016**

Cllr B. Campagna asked that an amendment be made to item CO/140/15 replacing Kings Park Village with King George Pavillion.

The Town Clerk asked members if they were happy for her to make the amendment by hand and for this to be counter signed by the Chairman. Members **AGREED** for the amendment to be made and signed by the Chairman.

Members **RESOLVED** that the minutes of the Council meetings held on the 25<sup>th</sup> April 2016 be confirmed as a true record of the proceedings and were signed by the Chairman.

#### **CO/011/16 – TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 9<sup>TH</sup> MAY 2016**

Members noted the Policy and Finance Committee minutes of the meeting on the 9<sup>th</sup> May 2016.

#### **CO/012/16 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

Members reviewed the terms of reference and **RESOLVED** to change the membership of the Committees to consist of a chairman, vice chairman and 4 other councillors unless stated otherwise.

#### **CO/013/16 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Environment & Open Spaces  
Cllr D. Blackwell nominated Cllr J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr P. Greig. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.

- ii) **Policy & Finance**  
Cllr J. Blissett nominated Cllr N. Harvey as Chairman of the Committee. The nomination was seconded by Cllr B. Campagna. There were no other nominations therefore Cllr N. Harvey was elected as Chairman of the Committee.
- iii) **Planning**  
Cllr A. Acott nominated Cllr P. Greig as Chairman of the Committee. The nomination was seconded by Cllr D. Blackwell. There were no other nominations therefore Cllr P. Greig was elected as Chairman of the Committee.
- iv) **Community Relations**  
Cllr B. Campagna nominated Cllr P. May as Chairman of the Committee. The nomination was seconded by Cllr D. Blackwell. There were no other nominations therefore Cllr P. May was elected as Chairman of the Committee.
- v) **Personnel**  
Cllr P. Greig nominated Cllr D. Blackwell as Chairman of the Committee and the nomination was seconded by Cllr A. Acott. There were no other nominations therefore Cllr D. Blackwell was elected as Chairman of the Committee.

#### **CO/014/16 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES**

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

- i. Environment and Open Spaces  
Cllr J. Anderson, Cllr D. Anderson, Cllr B. Campagna, Cllr J. Blissett, Cllr M. Tucker and Cllr A. Acott
- ii. Policy and Finance  
Cllr N. Harvey, Cllr P. May, Cllr J. Anderson, Cllr D. Blackwell, Cllr M. Tucker and Cllr T. Belford
- iii. Planning  
Cllr P. Greig, Cllr M. Tucker, Cllr J. Blissett, Cllr T. Belford and Cllr B. Campagna
- iv. Community Relations  
Cllr P. May, Cllr P. Greig, Cllr B. Campagna, Cllr J. Blissett, Cllr D. Anderson and Cllr M. Tucker
- v. Common Liaison Committee  
Cllr D. Blackwell and Cllr J. Anderson
- vi. Personnel  
Cllr D. Blackwell, Cllr J. Anderson, Cllr D. Anderson, Cllr T. Belford and Cllr P. May
- vii. Disciplinary Panel  
Members requested that the Panel members be appointed by the Personnel Committee at its next meeting
- viii. Grievance Panel  
Members requested that the Panel members be appointed by the Personnel Committee at its next meeting
- ix. Appeals Panel  
Cllr M. Tucker, Cllr P. Greig and Cllr B. Campagna

#### **CO/015/16 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS**

Members noted the Standing Orders and Financial Regulations.

**CO/016/16 - TO REVIEW THE REPRESENTATIVES TO THE FOLLOWING EXTERNAL COMMITTEES OR GROUPS:**

Members appointed the following members to each committee or group:

- (i) Community Development Partnership – Cllr D. Anderson
- (ii) Community Safety Partnership – Cllr T. Belford
- (iii) Community Initiative Fund Panel – Responsible Financial Officer
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson
- (i) West Canvey Liaison Group – Cllr M.Tucker.

Cllr J. Blissett enquired about the number of representatives that can sit on this group. The Town Clerk advised that historically only one representative has been requested from the Town Council to sit on the group. Cllr M. Tucker requested that the Town Clerk make enquiries with Castle Point Borough Council about appointing an additional representative from the Town Council to this group. Cllr J. Blissett expressed an interest in this position should it become available.

- (vi) Heritage Centre Committee – Cllr B. Campagna
- (vii) EALC Executive Committee – Cllr A. Acott
- (viii) Citizens Advice Bureau Committee – VACANT
- (ix) Age Concern – Cllr P. May
- (x) Parish Transport – Community and Events Officer
- (xi) Wyvern Community Transport Board – Cllr P. Greig
- (xii) Friends of Concord Beach – VACANT

Members discussed the continuation of this group and **RESOLVED** to remove Friends of Concord Beach from its external committees and groups.

**CO/017/16 – TO NOTE THE TRAINING COURSES ATTENDED / BOOKED SINCE THE LAST MEETING**

- i) Transparency Code Briefing at a cost of £15.00 (Responsible Financial Officer)**  
Members noted the training course booked.

**CO/018/16 – RISK MANAGEMENT**

- i) TO REVIEW THE RISK MANAGEMENT ASSESSMENT AND INTERNAL CONTROLS**  
Members reviewed the Risk Management Assessment and Internal Controls.
- ii) TO NOTE THE COUNCILS ASSET REGISTER**  
Members noted the Councils Asset Register

## **CO/019/16 – FINANCE**

- i) **TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £19.58 AND THE CONTINUATION OF THE RFO'S MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £12.42**

Members **RESOLVED** to agree to the continuation of funding the Clerks membership with the SLCC at a cost of £19.58 per month and to the continuation of funding the RFO's membership with the SLCC at a cost of £12.42 per month

- ii) **TO CONSIDER AND AGREE THE 2016/17 AFFILIATION FEES FOR THE EALC AND NALC**  
Members **RESOLVED** to agree the payment of £2,368.00 for the affiliation fees for the EALC and NALC for 2016/17

- iii) **TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES**

Members reviewed the existing bank signatories and **RESOLVED** to amend the existing authorised signatories to Cllr J. Anderson, Cllr M. Tucker, Cllr P. Greig, Cllr P. May, Cllr D. Anderson, the Town Clerk and the Responsible Financial Officer.

- iv) **TO DEVOLVE THE POWER TO THE RESPONSIBLE FINANCIAL OFFICER TO AGREE THE INTEREST CHANGE ON THE NEW INVESTMENT BOND**

The Responsible Financial Officer provided members with a report detailing the change in interest rates since February 2016 and potential for change in the future and requested that members consider devolving the power to the Responsible Financial Officer to agree the interest change on the new investment bond.

Cllr M. Tucker asked the Responsible Financial Officer whether investigations can be made to secure a better rate of interest on the investment bond. The Responsible Financial Officer agreed to carry out further investigations.

Members **RESOLVED** to devolve the power to the Responsible Financial Officer to investigate investment opportunities and agree the interest change on the new investment bond.

## **CO/020/16 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE CHAIRMAN OF THE COUNCIL**

The Clerk advised that Health & Safety is the responsibility of the Full Council and should therefore sign the policy in accordance with this. Members noted their responsibilities and the Chairman of the Council signed the policy.

## **CO/021/16 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2016/17**

Members **RESOLVED** to approve the Timetable of Meetings for 2016/17.

## **CO/022/16 – TO NOTE THE INTERNAL AUDITORS REPORT COMPLETED ON THE 12<sup>TH</sup> APRIL 2016**

The Town Clerk advised members that she had hoped that the internal auditors report would have been available for the meeting but unfortunately was still awaiting the report. Members **AGREED** to defer this item until the report was available.

## **CO/023/16 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2016**

Members **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2016.

## **CO/024/16 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2016**

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2016.

#### **CO/025/16 - TO CONSIDER AND REVIEW THE WORKING GROUPS FOR 2016/17**

Members reviewed the existing working groups and **RESOLVED** to appoint the following members to each group:

Town Guide – Cllr Blissett, Cllr D. Anderson and Cllr A. Acott

Armed Forces Day – Cllr P. May, Cllr J. Anderson, Cllr D. Anderson, Cllr J. Blissett, Cllr T. Belford, Cllr P. Greig, Cllr A. Acott and Cllr B. Campagna

Environment & Conservation – Cllr D. Blackwell, Cllr M. Tucker, Cllr N. Harvey and Cllr J. Blissett

Community Safety Panel – Cllr D. Blackwell and Cllr M. Tucker

Wildlife Day – Cllr P. May, Cllr J. Anderson, Cllr D. Blackwell, Cllr D. Anderson, Cllr M Tucker, Cllr B. Campagna and Cllr J. Blissett

#### **CO/026/16 – TO REVIEW THE MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**

Members noted the Council's change in policy and reviewed their individual consideration to receive agenda's electronically and noted that the Clerk requires their signature of acceptance.

#### **CO/027/16 – TO CONSIDER AND AGREE A RESPONSE TO THE LONDON SOUTHEND AIRPORT STANDARD INSTRUMENT DEPARTURE PROCEDURES AT LONDON SOUTHEND AIRPORT**

Members were asked to consider and agree a response to the London Southend Airport Standard Instrument Departure Procedures at London Southend Airport.

Members discussed the air traffic that currently passes over Canvey Island.

Cllr D. Blackwell commented that London Southend Airport had previously suggested changes to flight paths over residential areas. He asked if the Town Clerk could write to the London Southend Airport to request the reconsideration of a number of flight paths over Canvey Island and that the Council defer their response to the consultation until a response is received from the Airport on the flight paths.

Cllr M. Tucker commented that flight paths could be moved approximately 2 miles south to fly over the Thames Estuary rather than over residential areas on Canvey Island.

Members discussed the consultation and **RESOLVED** to defer a response and for the Town Clerk to write to London Southend Airport requesting reconsideration of flight paths over residential areas of Canvey Island.

#### **CO/028/16 – TO CONSIDER AND AGREE A RESPONSE TO THE CONSULTATION ON THE CASTLE POINT NEW LOCAL PLAN 2016**

Members were asked to consider and agree a response to the Consultation on Castle Point New Local Plan 2016. Members were asked to consider whether the plan was legally compliant, sound and whether it complies with the duty to co-operate.

Cllr D. Blackwell commented that many people have been confused by the document as it gives a confused impression of the proposed plan. Cllr D. Blackwell explained that it was in contradiction of the Government target for development and that mass development would impede infrastructure, existing drainage issues and would be at risk as the land on Canvey Island is classed as a Flood Risk 3 area.

Cllr P. Greig commented that he had received a number of representations from residents who feel that there should be no further development on Canvey Island until the existing drainage problems have been resolved and new infrastructure put in place to cope with the increase in population that new development will bring.

Cllr A. Acott commented that new infrastructure and drainage could be put in either before development or after yet Castle Point Borough Council were unable to afford investment in new infrastructure and drainage before development.

Cllr M. Tucker commented that if consultees do not answer the questions being asked on the consultation document their response will be discounted.

Cllr D. Blackwell commented that Essex County Councillors of Castle Point have been summoned to County Hall to consider this matter further.

Members discussed the consultation and **RESOLVED** that the Consultation Document on the Castle Point New Local Plan 2016 was not legally compliant, nor sound.

Members **RESOLVED** that the Consultation Document on the Castle Point New Local Plan 2016 did comply with the Duty to Co-operate.

**CO/029/16 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS: -**

**EALC EXECUTIVE COMMITTEE**

Members noted the minutes provided.

**WYVERN COMMUNITY TRANSPORT**

Members noted the minutes provided.

**CO/030/16 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Accounts **APPROVED** and cheques for No1 account 202570 to 20576 inclusive were signed.

**CO/031/16 – REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden advised members that she continues to patrol all wards during the week and tries to ensure that she visits at Canvey Lake at least once a day as part of these patrols. She informed members that she visits community groups fortnightly to receive comments or concerns on issues relating to Canvey Island.

The Community Warden informed members that she carries out early morning patrols with an officer from Castle Point Borough Council of the sea front area and this partnership working is proving very effective in deterring dog fouling and littering in this location.

The Community Warden advised members that she has also carried out a couple of night time patrols at Canvey Lake with a Fishery Officer from the Environment Agency checking for rod licences and ensuring that fishermen are in permitted fishing areas. She explained that on the last visit all fishermen had the appropriate rod licences and that they were all fishing in the permitted areas.

She explained that there are still a few instances where fishermen are fishing along the South East bank of the lake where fishing is prohibited and commented that the location would benefit from more signage to educate visitors that this is a no fishing area. She advised that a site visit had been completed with Cllr J. Anderson and that the matter would be put before the Common Liaison Committee at its next available for consideration.

The Community Warden advised that there is still an issue with residents fly tipping their household waste at Canvey Lake and that the matter is being monitored.

The Community Warden explained that following a meeting of the Community Relations Committee on the 16<sup>th</sup> May 2016, members **RESOLVED** to hold a fun day at the Tidal Pool and that she was working closely with the Community and Events Officer to organise this for the summer.

The Community Warden informed members that the new Health and Safety Signage agreed at the Environment and Open Spaces committee had now been installed at the Tidal Pool.

The Community Warden advised that it had been reported to her on Saturday evening that the pavements in Bumble Bee Park had been vandalised and many taken up and strewn across the gardens. She explained that the incident had been reported as criminal damage and that an incident number had been obtained.

Cllr A. Acott commented that the pavements had been laid by pupils of Furtherwick Park school originally.

The Community Warden advised that the bins had also been set alight and that there had also been a similar incident reported to have been carried out to the double bin adjacent the Winter Gardens Pumping Station at Canvey Lake.

Cllr D. Blackwell commented that consideration should be made to having a more permanent paving solution such as concreting at the Bumble Bee to prevent further instances in the future.

**CO/032/16 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

There were none.

**CO/033/16 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr D. Blackwell advised members that it had come to his attention that the X-Ray unit located at the old council offices in Long Road were due to close on the 6<sup>th</sup> June 2016. Cllr D. Blackwell commented that this was a well used facility which relieved pressure from A & E Departments of the Local Hospital Trusts. Cllr D. Blackwell advised that he would be taking this up further at Essex County Council as they had not been informed of the decision and it is their responsibility to oversee all hospitals in the area and it should have gone to consultation.

The meeting closed at 9.15 pm.

CHAIRMAN  
11<sup>th</sup> July