

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL

Dear Councillors,

I hereby summon you to attend a **MEETING of CANVEY ISLAND TOWN COUNCIL** to be held at the **COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB** on **MONDAY 24TH FEBRUARY 2025** commencing at **7.00pm** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully,

Elaine De Can

Mrs E. De Can
Town Clerk

19th February 2025

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing, or otherwise reporting of those participating in a meeting. Should any member of the public be present and does not wish to participate but who objects to being filmed, recorded, photographed, or otherwise reported about please make yourself known to the Town Clerk.

A G E N D A

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. Public forum – to receive questions from members of the community of Canvey Island of which notice has been received for a period not exceeding ten minutes.
4. To confirm and sign as a true record the minutes of the Council meeting held on 20th January 2025.
5. To consider and agree the recommendations from the Policy and Finance Committee meeting held on the 10th February 2025.
6. To receive a report from the Town Mayor on activities and events since the last meeting.
7. To note there have been no Officer Decisions under delegated powers since the last meeting.
8. To receive a verbal report on the Clerks progress of ongoing projects and not on the agenda.
9. To consider and agree a report and quotes obtained for the distribution of barley straw and chalk in Canvey Lake (Appendix A).
10. To consider and agree costs for the repair of the fencing at the Denham Road car park (Appendix B)
11. To consider and agree costs for a backdrop banner for the Community Awards (Appendix C)
12. To consider and agree the use of the Councils common seal for the lease at the Paddocks Community Centre, approve the signing of the lease and receive a verbal update on the progress of the move.



13. To consider and agree cancelling the scheduled Council meeting on the 31st March 2025 due to the proposed office move.
14. To consider and agree amended proposals for Christmas 2025 and approve quotes obtained (Appendix D).
15. To confirm accounts for payment as previously agreed.
16. To note a report from the Community Officer on matters relating to Canvey Island (Appendix E)
17. To note the Health & Safety reports detailing incidents and actions completed in relation to open spaces (Appendix F).
18. Reports from Castle Point Borough Councillors on matters relating to Canvey Island.
19. Reports from Essex County Councillor on matters relating to Canvey Island.

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 20TH JANUARY 2025 AT 7.00PM**

PRESENT:

Councillors: Cllr P. May, Cllr S. Sayes, Cllr E. Harvey, Cllr A. Acott, Cllr D. Blackwell, Cllr S. Sach, Cllr B. Botham, Cllr J. Anderson, Cllr D. Anderson, and Cllr S. Brooke.

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs K. Bali – Community & Events Officer
Mrs A. Wakenell – Community Officer

CO/142/24 – APOLOGIES FOR ABSENCE

Apologies of absence approved for Cllr P. Greig.

CO/143/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

CO/144/24 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES

No questions were received.

CO/145/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9TH DECEMBER 2024.

Members **RESOLVED** that the minutes of the Council meeting held on the 9th December 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/146/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.

Members noted there had been no activities since the last reported event on the 17th December 2024.

CO/147/24 – TO NOTE THERE HAVE BEEN NO OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.

Noted.

CO/148/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report and updates provided by the Town Clerk and Deputy Clerk. Members agreed that a small unveiling event should be arranged for the plaque which should consist of Town Councillors, surgery invitee's and the Freeman of the Borough.

CO/149/24 – TO CONSIDER AND AGREE THE DOCUMENTED VISION FOR CANVEY LAKE.

Members reviewed the documented vision proposed following the workshop held on the 27th November 2024 and **RESOLVED** unanimously that this is the Councils vision for Canvey Lake.

CO/150/24 – TO CONSIDER AND AGREE PROPOSALS FOR CHRISTMAS 2025 AND THE DATES FOR THE 2025 EVENTS.

Members noted the report provided by the Community & Events Officer and **RESOLVED** unanimously to the following:

- Armed Forces Day – 28th June 2025
- Canvey Island Charity Garden Trail – Saturday 26th July

- VE Day – 8th May - members **RESOLVED** to approve a small flag raising event for the 80th anniversary of VE day to be held at Castlevew School at 9am with the purchase of an official flag at a cost of £77.10.
- Chalk Art Event - 23rd July - to be held at the Bandstand and free to join and for all ages. Members suggested linking in with the Festuary event taking place this year.
- Wildlife Picnic – Tewkes Creek – 6th August – to include a small animal experience, where families can interact with a range of different creatures in an educational setting.
- Sen by the Sea – 20th August.
- Christmas Shop Front Competition – Mid December Judging.
- Canvey Island Christmas Event – Saturday 29th November – members approved the Santa's Grotto location to be outdoors as per 2024 and a new attraction of a Bavarian Slide at a cost of £3,000.

CO/151/24 – TO CONSIDER SELLING THE COUNCIL BICYCLE AND AGREE ON A PRICE FOR ADVERTISING.

Members noted the report provided and **RESOLVED** unanimously to advertise the sale of the bicycle at a cost of £250.00 ono.

CO/152/24 – TO CONSIDER AND AGREE A 1-YEAR EXTENSION TO THE PROVISION OF HANGING BASKET/PLANTERS CONTRACT WITH ASPECT MAINTENANCE SERVICES UNTIL 1ST APRIL 2026.

Members considered the extension of the contract and **RESOLVED** unanimously that the contract should be extended for 1 year to the 1st April 2026 as per the existing contract.

CO/153/24 – TO CONSIDER AND APPROVE THE DRAFT BUSINESS CONTINUITY PLAN FOR THE OFFICE.

Members noted the draft business continuity plan for the office and **RESOLVED** unanimously to approve the plan as a working document.

CO/154/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

16th December 2024 NO 1 ACCOUNT

Company	Reference	Amount	Description
Francesca Clarke	BACS779	£2,500.00	No 11 Rent – Jan to March 2025
TOTAL		£2,500.00	

20th January 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS780	£6,335.08	Maintenance – Nov
Top of the Mops	BACS781	£66.00	Cleaner 14/11
Spark X	BACS782	£12,000.00	Christmas Lighting Contract
SFB Solutions	BACS783	£180.00	Wiring to office
Hook & Partners	BACS784	£300.00	Disbursement costs
D Trower	BACS785	£20.00	Window Cleaner 17/12 & 14/01
Office Needs	BACS786	£86.37	Stationery/Storage Boxes
EALC	BACS787	£120.00	LG – Part 1 & 2 of Training Course
CITC	Debit Card	£125.77	Petty Cash Top Up
TOTAL		£19,233.22	

CO/155/24 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that the electric to Denham Road bridge was now connected, quotes were being investigated for the replacement fencing, the bridges along the lake open space have all been painted as per the contract, there has been more graffiti on the play equipment and a briefcase with personal documents was found at the lake which has been given to the Police.

CO/156/24 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/157/24 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell provided details of the devolution plans in Castle Point which are to be completed by 2028, the waste strategy consultation has been completed, and a consultation is taking place for the corporate plan. It was also advised that the CPBC offices will be lit up in purple on the 27th January to commemorate Holocaust Day.

CO/158/24 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that there are to be yellow lines installed along Nordland Road due to complaints received regarding parked cars.

*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.*

CO/159/24 – TO CONSIDER AND AGREE QUOTES OBTAINED THE DISTRIBUTION OF BARLEY STRAW AND CHALK IN CANVEY LAKE.

Members considered the quotes provided and **RESOLVED** unahimously to defer the decision until the next available meeting to seek further information on barley straw bales rather than extract.

CO/160/24 - TO CONSIDER AND AGREE QUOTES OBTAINED FOR A VOIP TELEPHONE SYSTEM, IT AND CCTV TRANSFER COSTS.

Members considered the quotes obtained and **RESOLVED** to appoint Hometech Centre to provide the VOIP telephone system at a cost of £1,407.00 as an initial set up cost with a cost of £30.00 per month, Hometech Centre to provide the IT transfer at a cost of £1,661.24 and SFB Solutions to transfer the existing CCTV at a cost of £1,200.00.

The meeting closed at 8.30pm.

TOWN MAYOR

24th February 2025

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
POLICY AND FINANCE COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL
HELD IN THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 10TH FEBRUARY 2025 AT 7.00PM**

PRESENT:

Councillors: Cllr. P May, Cllr D. Anderson, Cllr S. Sach, and Cllr J. Anderson.

Also, present: Mrs E. De Can – Town Clerk

P&F/020/24 - APOLOGIES FOR ABSENCE

Written apologies received and reason given by Cllr D. Blackwell for Cllr Acott.

P&F/021/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest were received.

P&F/022/24 - PUBLIC FORUM – TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES.

No questions were received.

P&F/023/24 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 11TH NOVEMBER 2024.

The minutes of the committee meeting held on the 11th November were **CONFIRMED** as a true record and signed by the chairman.

P&F/024/24 – TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the Clerks report of completed projects.

P&F/025/24 - TO CONSIDER AND AGREE TO RE-APPLYING FOR THE GOLD STATUS AWARD AT A COST OF £300.00.

Members considered re-applying for the award and **RECOMMENDED** this proceed at a cost of £300.00.

P&F/026/24 – POLICIES - TO NOTE THE ANNUAL REVIEW OF ALL POLICIES IS UNDERWAY. NOTE THE AMENDMENTS TO THE FOLLOWING POLICIES:

i) SOCIAL MEDIA POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

ii) CIVIC REGALIA POLICY.

Members approved and **RECOMMENDED** the amendments to the policy by the Council.

P&F/027/24 – TO CONSIDER AND AGREE THE COSTS FOR THE FOLLOWING QUALIFICATIONS AND TRAINING COURSES

i) ILCA AT A COST OF £120.00.

Members approved and **RECOMMENDED** the Deputy Clerk undertake the ILCA qualification at a cost of £120.00.

ii) FILCA AT A COST OF £120.00.

Members approved and **RECOMMENDED** the Town Clerk undertake the FILCA qualification at a cost of £120.00.

iii) FIRE SAFETY TRAINING FOR ALL STAFF AT A COST OF £330.00.

Members approved and **RECOMMENDED** the fire safety training for all staff at a cost of £330.00 with MB Fire Training.

iv) FIRST AID TRAINING FOR THE DEPUTY CLERK AND COMMUNITY & EVENTS OFFICER AT A COST OF £200.00.

Members approved and **RECOMMENDED** first aid training at a cost of £200.00 with ATH Training, subject to investigations with Canvey Island First Responders to see if they are able to provide the same service at a cheaper price.

P&F/028/24 – FINANCE

i) TO CONSIDER AND AGREE THE 1 YEAR FIXED BOND ACCOUNT AND THE REINVESTMENT OF £85,000.

Members considered the costs obtained and **RECOMMENDED** the reinvestment of the £85,000 inclusive of interest received in 2024 with the Hampshire Trust Bank with a 1 year business loyalty bond account at an AER of 4.55%.

ii) TO CONSIDER AND AGREE QUOTES OBTAINED FOR THE APPOINTMENT OF THE COUNCILS INTERNAL AUDITOR.

Members considered the review undertaken of local internal auditors and the quotes obtained and **RECOMMENDED** appointing Heelis & Lodge at a cost of £430.00 to conduct the annual audit and to continue to use them until 2028.

iii) TO CONSIDER AND AGREE QUOTES OBTAINED FOR THE COUNCILS VEHICLE INSURANCE.

Members considered the quotes obtained and noted that the current provider would not provide a cost until 30 days before expiry and **RECOMMENDED** continuing with James Hallam on the condition that the insurance does not increase by more than last year's percentage rate as this is still the most cost-effective quote and delegated the power to the Town Clerk to approve the expenditure.

iv) TO VERIFY THE COUNCIL FINANCES AS OF 31ST DECEMBER 2024

Members **NOTED** the Council Finances as of 31st December 2024 inclusive of the bank reconciliation, statements and payments issued from 1st October 2024 to 31st December 2024 and no questions were raised. Members confirmed that Cllr J. Anderson can sign the reconciliation documents and original bank statements as evidence of verification in accordance with Financial Regulations 2.2.

v) TO CONFIRM ACCOUNTS FOR PAYMENTS AS PREVIOUSLY AGREED.

10th February 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS789	£6,335.08	Maintenance – Jan
Top of the Mops	BACS790	£66.00	Cleaner 23/01 & 06/2
SFB Solutions	BACS791	£698.49	Annual Alarm/CCTV Maintenance
Bond Fire Service	BACS792	£263.40	Fire Extinguisher Service/ Replacement Water & Co2
D4Media	BACS793	£278.82	Allotment Number Signs
JAF Graphics Ltd	BACS794	£444.20	Wildlife Crossing Signs
TOTAL		£8,085.99	

The meeting closed at 7.35pm

CHAIRMAN

28th April 2025

Community Officer

Progress Report for All Open Spaces – 24/02/2025

CANVEY LAKE

- EDF have now completed there work and we have a new electric box on the side of the bridge
- Quotes for new fencing at Denham Road car park submitted to Council
- Issues with night fishing and anti-social behaviour call 101 and the home office code 116/11 for reporting 'Theft of Fishing' to help with the issues at the weekends.

PLAYGROUND

- Nothing to report.

BAND STAND

- Nothing to report.

WILDFLOWER MEADOW

- Nothing to report.

MEMORIAL GARDENS

- Nothing to report.

TIDAL POOL

- I'm unable to access the tidal pool due to the revetment work.

ALL HEALTH AND SAFETY REPORTS ARE UP TO DATE FOR ALL OUR OPEN SPACES.

Canvey Play Area – Risks Reported - 2025

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
January							
Speaker has plastic burnt inside	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise when removed 09.01.25 12.45pm - Contractor has removed 16.01.25	
Play unit has black over wooden panels, unsure if its paint or burnt	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise if burnt or paint is removed 09.01.25 12.45pm -	
February							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Canvey Lake – Risks Reported – 2025

Appendix F

Risk Title		Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY								
Dead goose – outside 106 lakeside path.	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Due to weather conditions for the last few days the contractor and myself unable to locate the goose 06.01.25 – Goose has been found 06.01.25 at 12.10pm		
Brief case paperwork/passport	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	I have taken the case to Canvey Police station and handed to a CID officer on 06.01.25 at 1pm		
Paths and banks flooded	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related		
Hilton weir has lots of reeds from reeding cutting	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise once they are all removed.		
Jetty flooring is green in places due to algae	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will be jetted and repainted in May.		
Graffiti on sign by	Council	Town Clerk	Community	Public/Wildlife	Health / 3 rd	The contractor is		

Canvey Lake – Risks Reported – 2025

Appendix F

Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
red bridge			Officer – AW		Party Claims against CITC	aware and will advise when it has been removed. Work completed 28.01.25	
Large branch has been snapped off tree near red bridge	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise when it has been removed. Work completed 28.01.25	
4 small holes along the edge of the bird feeding area	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	The contractor is aware and will advise when the holes are filled in. Work completed 28.01.25	
FEBRUARY			Community Officer – AW				
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Band Stand – Risks Reported – 2025						Appendix F		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
JANUARY								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC			
FEBRUARY								
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC			

Memorial Gardens – Risks Reported – 2025						Appendix F	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
Rubbish bags left next to bins with household waste	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Reported to contractor who will remove 23.01.25 2.15pm	
Flowers and Christmas decorations wrapped around benches	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	CO has removed 23.01.25 2.15pm	
FEBRUARY							
Pergola broken and falling	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Reported by contractor at 10.02.25 at 9am and fixed by 1pm.	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		

Allotments – Risks Reported – 2025					Appendix F		
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council
JANUARY							
Dyke high on golf course side and lower on nature reserve side	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC	Weather related issue	
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
FEBRUARY							
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health / 3 rd Party Claims against CITC		
	Council	Town Clerk	Community Officer – AW	Public/Wildlife	Health		

Wildflower Meadow – Risks Reported – 2025							Appendix F	
Risk Title	Ownership	Managed by	Risk Found By	Risk Category	Risk Type	Solution Found	Additional Cost to Council	
JANUARY								
	Council	Town Clerk		Public/Wildlife	Health / 3 rd Party Claims against CITC			
	Council	Town Clerk		Public/Wildlife	Health / 3 rd Party Claims against CITC			
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			
FEBRUARY								
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			
	Council	Town Clerk	Community Warden – AR	Public/Wildlife	Health / 3 rd Party Claims against CITC			