

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 4<sup>TH</sup> SEPTEMBER 2023 AT 7.30PM**

**PRESENT:**

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

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

**CO/056/23 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr J. Anderson and Cllr D. Anderson. Cllr Blackwell advised that he would be late for the meeting due to another commitment.

**CO/057/23 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declaration of interests was received.

**CO/058/23 - 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**

No members of the public were present.

**CO/059/23 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 26<sup>TH</sup> JUNE 2023.**

Members **RESOLVED** that the minutes of the Council meeting held on the 26<sup>TH</sup> June 2023 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/060/23 - TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 17<sup>TH</sup> JULY 2023.**

Members noted the minutes of the Policy & Finance meeting held on the 17<sup>th</sup> July 2023 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

**CO/061/23 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.**

Members noted the activities since the last meeting such as the opening of the Charfleets Book Bindery and the HRH visit, the Canvey Schools Partnership Awards evening, ECC Chairmans Reception, Kings Park Wellbeing Group visit, Transport Museum open day, Canvey Island Art Exhibition, Yellow Door Careers Fair, Savers New Store opening, Morrisons Fund Raising event in aid of Little Havens, Stibbards & Sons opening of new facilities, CITC Community Day and the Canvey Youth Projects Skate Jam event and CITC Water Safety Day which the Deputy Town Mayor attended.

**CO/062/23 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.**

Members noted the costs of £300 to remove and dispose of tree limbs affecting a resident's home and the purchase of 16 additional signs at a cost of £88.91 to warn of the Blue Green Algae in Canvey Lake.

**CO/063/23 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/064/23 - TO CONSIDER A MOTION FROM CLLR BOTHAM TO WRITE A LETTER TO THE BISHOP OF CHELMSFORD.**

It was approved that this item would be moved to the private session due to the potential of sensitive information shared.

**CO/065/23 – TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT WITH NO COMMENTS OR ISSUES RAISED.**

Members noted the completion of the External Audit with no comments or issues raised which has been published for the rights of inspection and will remain for a period of 14 days.

**CO/066/23 - TO CONSIDER AND AGREE HOLDING COUNCILLOR SURGERIES IN CANVEY LIBRARY**

Members noted the request from ECC and **RESOLVED** unanimously to hold Town Councillor surgeries in Canvey Library once a month on Thursdays.

**CO/067/23 - TO CONSIDER AND AGREE THE REMOVAL OF THE PICNIC BENCH OUTSIDE THE PLAY AREA AT THE CANVEY LAKE OPEN SPACE DUE TO THE PERSISTANT VANDALISM AND ANTI-SOCIAL BEHAVIOUR**

Members noted the request to remove the picnic bench by the play area and **RESOLVED** unanimously that the removal of the bench would be in the best interests of the residents due to the persistent vandalism and anti-social behaviour.

**CO/068/23 - TO CONSIDER AND AGREE THE REPORT PROVIDED FOR THE ALLOTMENTS AND THE RECOMMENDED RENT INCREASE IN 2025.**

Members considered the report provided and the increase in costs and **RESOLVED** unanimously that the allotment rents will be increased by £10.00 per half plot to £42.50 and £20.00 per full plot to £85.00 and will to be implemented in 2025. All tenants will be advised of the increase in October 2023.

*Cllr Blackwell arrived at 7.50pm.*

**CO/069/23 - TO CONSIDER AND AGREE THE PROPOSALS FOR CHRISTMAS 2023.**

Members noted the progress of the event and the booking of the ice rink, Santa's Grotto with gifts sponsored by Stibbards, a Snow Globe and an Owl Display. Members **RESOLVED** to approve the proposal of additional attractions of a 360 Photo Booth at £635.50 which should be provided only if it is covered by sponsorship, face painting to be payable by event attendees, a Treasure Hunt around the shops for a chance to win prizes with a budget of £250.00 for suitable prizes and the cost of £325 for additional operational staff if needed.

Cllr May advised that he will investigate potential sponsorship from Calor Gas.

**CO/070/23 - TO CONSIDER AND AGREE THE PROPOSALS FOR ARMED FORCES DAY 2024.**

Members considered the proposal for 2024 and **RESOLVED** unanimously to return the event to the original parade route from Castle View School to the Paddocks, to reintroduce the service at the Paddocks and to review refreshments and other details at a later stage.

**CO/071/23 - TO NOTE A REPORT OF THE GARDEN TRAIL AND WATER SAFETY EVENTS HELD IN JULY AND AUGUST.**

Members noted the success of the Garden Trail held on the 22<sup>nd</sup> July 2023 which raised £1,052.00 for the Castle Point Transport Museum and the Water Safety event at the Band Stand which took place on the 25<sup>th</sup> August 2023.

**CO/072/23 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Members noted the payments made on the 24<sup>th</sup> August 2023 during the August closedown of meetings.

**24<sup>th</sup> August 2023 — NO 1 ACCOUNT**

Company	Reference	Amount	Description
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Top of the Mops Essex Ltd	BACS567	£64.00	Cleaning 27/7 & 10/8
Aspect Maintenance Ltd	BACS568	£4,757.49	Maintenance – July
Design4Print	BACS569	£162.87	Blue Green Algae Signage x 16 & Allotment Signage
Office Needs	BACS570	£42.58	A4 Copier Paper
Castle Point Transport Museum Society	BACS571	£1,052.00	Garden Trail Donation
Phuse Media	BACS572	£216.00	Annual Website Hosting & SSL Certificate
KJ & R Print	BACS573	£10.74	Kirstie Bali ID Pass
D Trower	BACS574	£20.00	Window Cleaning 18/7 & 8/8
SFB Solutions	BACS575	£144.62	Bi-Annual CCTV & Fire Alarm Service
Royal British Legion Canvey Branch	BACS576	£475.00	Grant Payment
<b>TOTAL</b>		<b>£6,945.30</b>	

#### 4<sup>th</sup> September 2023 — NO 1 ACCOUNT

Company	Reference	Amount	Description
PKF Littlejohn LLP	BACS578	£1,008.00	External Audit 2022/23
Top of the Mops Essex Ltd	BACS579	£32.00	Cleaning 31/8
Aspect Maintenance Ltd	BACS580	£4,757.49	Maintenance - Aug
<b>TOTAL</b>		<b>£5,797.49</b>	

#### **CO/073/23 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the report. The Community Warden confirmed the issues with the bollard on Lakeside Path was still ongoing and has not been actioned and additional dibond blue green algae signs were erected around the lake at the beginning of August following concerns raised by residents that the laminated signs were not adequate. Concerns were raised regarding the Clothes Bank by Sainsburys and the restricting traffic visibility. Cllr Blackwell confirmed that he had requested it was relocated.

#### **CO/074/23 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

#### **CO/075/23 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that a contractor has been chosen for the new café at Thorney Bay and work will soon commence. CPBC are looking for funding sources to assist the Town Council with Canvey Lake. Tenders have been submitted for repairs to the roof of the Paddocks and the decorating of the outside of the building will be the 1<sup>st</sup> job to be completed. A query was raised regarding the Splash Park and Cllr Blackwell confirmed that this will go out to the public to find potential interested parties to take over the facility.

#### **CO/076/23 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell confirmed that potholes are now being repaired to an adequate standard.

Cllr May advised that during the school holidays ECC held its My Life Festival for children in care which was a success and is held annually.

*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/077/23 - TO CONSIDER A MOTION FROM CLLR BOTHAM TO WRITE A LETTER TO THE BISHOP OF CHELMSFORD.**

Members considered and discussed in detail the motion from Cllr Botham and **RESOLVED** unanimously that the council should not intervene in church business.

**CO/078/23 - TO REVIEW CONFIDENTIAL MATTERS REGARDING THE COUNCILS, OPEN SPACES AND THE QUOTES PROVIDED FOR ELECTRICAL INSTALLATION AT CANVEY LAKE.**

Members considered the report provided and **RESOLVED** unanimously to appoint Cllr Brooke and Cllr Sayes as its representatives on the Common Liaison Committee and for the Town Clerk to write to CPBC to reinstate this committee. Members considered its insurance liability under clauses 5.17.1 and 5.5.2 of its lease and following legal advice members **RESOLVED** unanimously that the Council is satisfied that the level of insurance cover that it currently has in place is adequate for claims made by third parties.

Members reviewed the quotes obtained for a permanent electric supply at Denham Road and **RESOLVED** unanimously to appoint UK Power Networks to install the electric supply at a cost of £1,770.36, Silverway Electrical Ltd to install the feeder pillar and additional electrical requirements at a cost of £1,980.00 and EMG Drives to complete the groundwork required at a cost of £750.00 with a total cost for all works of £4,500.36 payable from the Lake General Maintenance budget.

The meeting closed at 9.40pm.

TOWN MAYOR

23<sup>rd</sup> October 2023