

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 17<sup>TH</sup> OCTOBER 2022 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr D. Anderson, Cllr A. Acott, Cllr D. Blackwell, Cllr E. Harvey, Cllr S. Sach, Cllr J. Anderson, Cllr P. May, Cllr P. Greig, Cllr C. Sach and Cllr B. Palmer.

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Community & Events Officer  
Mrs A. Wakenell – Community Warden  
1 member of the public.

**CO/074/22 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr N. Harvey.

**CO/075/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr's D. Anderson, J. Anderson, May, and Palmer declared a non-pecuniary interest on item 21 on the agenda.

**CO/076/22 - 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**

Lee Sayer provided members with a verbal report detailing his work as a volunteer helping the Town Council to source organisations for the Energy Saving Information Day which is to be held on the 1<sup>st</sup> & 2<sup>nd</sup> November. He advised that he had contacted at least 80 organisations and has been working with the Community & Events Officer to secure many of these for the day. Lee advised that he wished to submit a report to the council at a future meeting.

**CO/077/22 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 5<sup>TH</sup> SEPTEMBER 2022**

Members **RESOLVED** that the minutes of the Council meeting held on the 5<sup>th</sup> September 2022 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/078/22 – TO NOTE THE MEETING OF THE PERSONNEL COMMITTEE HOLD ON THE 7<sup>TH</sup> SEPTEMBER 2022 AND THE RESOLUTIONS MADE.**

Members noted the minutes.

**CO/079/22 – TO NOTE THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.**

Noted.

**CO/080/22 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/081/22 – TO CONSIDER AND AGREE THE AMENDMENTS TO STANDING ORDER NO 24 IN RELATION TO EMERGENCY DELEGATED POWERS AND THE AMENDMENTS TO THE SCHEME OF DELEGATION POLICY.**

Members considered the proposed amendments to Standing Order No 24 and the Scheme of Delegation Policy and **RESOLVED** unanimously to approve the amendments for emergency delegated powers.

**CO/082/22 – TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT FOR THE YEAR ENDING THE 31<sup>ST</sup> MARCH 2022 WITH NO OTHER MATTERS RAISED.**

Members noted the conclusion of the External Audit for the year ending 31<sup>st</sup> March 2022.

**CO/083/22 – TO CONSIDER AND AGREE COMMENTING ON THE GAMBLING POLICY CONSULTATION.**

Members considered the consultation document and **RESOLVED** unanimously that no comments were required as the Council were happy with the proposed policy. Members requested that the Town Clerk enquire whether future consultations could highlight the proposed changes to existing policies to make it easier for consultees rather than reviewing large documents when it may not be necessary.

**CO/084/22 – TO CONSIDER AND AGREE COMMENTING ON THE CASTLE POINT COUNCIL TAX REDUCTION SCHEME.**

Cllr Blackwell advised members that this review was to streamline the previous process to make it easier for residents to understand and apply for council tax relief. Members considered the consultation document and **RESOLVED** unanimously that no comments were required as the Council were happy with the proposed scheme.

**CO/085/22 - TO NOTE THE LOCAL GOVERNMENT BOUNDARY COMMISSION'S DRAFT RECOMMENDATIONS FOR THE CASTLE POINT ELECTORAL REVIEW.**

Members noted the draft recommendations and **RESOLVED** unanimously that the Council is not in favour of the proposed recommendations. It was noted that the population of Canvey Island will increase and therefore the Council does not agree with the proposal to reduce its representation on the island by two councillors and the removal of West Ward. It was noted that these proposals will be challenged at Borough level and members **RESOLVED** that the Council is happy for the Borough Council to challenge these recommendations on its behalf and that the Town Clerk should write to the Chief Executive confirming the Council's concerns and requesting these are included with the Borough Council's response.

**CO/086/22 - TO CONSIDER AND AGREE A REQUEST TO PLANT A MEMORIAL TREE AT CANVEY LAKE.**

Members considered the request for a memorial tree at the Canvey Lake open space and **RESOLVED** unanimously that sadly this is not recommended due to the level of vandalism at this open space, the resident should be referred to the Borough Council as they have better locations, and that the memorial policy should be amended to exclude memorials at the Canvey Lake open space.

**CO/087/22 - TO NOTE THE PROGRESS OF THE CLIMATE CHANGE/ENERGY SAVING INFORMATION DAYS TO BE HELD ON THE 1<sup>ST</sup> AND 2<sup>ND</sup> NOVEMBER.**

The Community & Event Officer thanked Lee Sayer for all his help to source the organisations for the day. Members noted the report provided detailing the progress of the event and the organisations that had been secured and those that are awaiting responses. The event will take place over two days in the Knightswick Centre between 10am and 2pm. It was recommended that the Community & Events Officer contact CPBC as they are currently working on a cost-of-living crisis project which would be a good addition to the event if they would attend.

**CO/088/22 - TO NOTE THE PROGRESS OF THE CHRISTMAS EVENT TO BE HELD ON THE 26<sup>TH</sup> NOVEMBER 2022.**

Members noted the report provided detailing the progress of the event taking place on the 26<sup>th</sup> November with the lights switch on taking place at 4pm. The attractions that have been booked are an Ice Rink, Santa's Grotto, Santa Letter Writing in the Library, Reindeer Food Making, Face/Glitter Painting, Story Telling in the Council Office, and Funfair Rides.

It was noted that there will be fewer market stalls this year as the focus of the event is children's entertainment, however, there will be a variety of food stalls and craft or handmade gift stalls. A 22ft Christmas Tree has been booked with wooden picket fencing around the tree which has been secured for the Council to keep for future years.

An empty unit in the Knightswick Centre has been secured and is intended to be used for first aid and Castle View School's drama department will be providing seven walk around characters and decorating the council office for the story telling sessions.

Sponsorship has been secured for the Christmas Tree and Santa's Grotto from Nelmo & Co Accountancy Company. The Santa's Grotto gifts have been sponsored by Stibbards & Sons and the Reindeer Food Making has been sponsored by Canvey Supply.

**CO/089/22 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**17<sup>th</sup> October 2022 — NO 1 ACCOUNT**

| <b>Company</b>            | <b>Reference</b> | <b>Amount</b>     | <b>Description</b>   |
|---------------------------|------------------|-------------------|--|
| D. Trower                 | BACS417          | £40.00            | Window Cleaning x 4  |
| PKF Littlejohn LLP        | BACS418          | £720.00           | External Audit – AGAR YE 31.03.2022                            |
| DC PAT Testing            | BACS419          | £90.00            | Annual PAT Testing 2022  |
| K J Gray                  | BACS420          | £1,152.00         | Cut and Bale WFM / Remove Bales                                |
| Stanley Marsh & Co        | BACS421          | £2,500.00         | Rent No 11 – 26/09 to 24/12                                    |
| CIWCG Partnership         | BACS422          | £500.00           | Annual Donation 2022   |
| Dream Clean               | BACS423          | £70.00            | Office Cleaning – 07/09 & 21/09                                |
| Breheny Civil Engineering | BACS424          | £1,872.85         | Replacement Joints at Tidal Pool – 12, 27, 30 & 31             |
| Viking Office Supplies    | BACS425          | £68.30            | Stationary   |
| Royal British Legion      | BACS426          | £25.00            | Remembrance Poppy Wreath                                       |
| Design4Print              | BACS427          | £322.56           | No Fishing Signage & Installation                              |
| Aspect Maintenance Ltd    | BACS428          | £4,757.49         | Maintenance - September  |
| Amazon                    | BACS429          | £105.51           | Reindeer Food Items / FB1 Padlocks x 6                         |
| The Canvey Supply Company | BACS430          | £798.93           | Community Garden Materials / Items for Canvey Lake / Sundries  |
| MB Fire Risk Ltd          | BACS431          | £190.00           | External Fire Risk Assessment 2022                             |
| LexisNexis                | BACS432          | £131.99           | Local Council Administration 13 <sup>th</sup> Edition          |
| Andersons Wholesale       | BACS433          | £840.00           | 500x Wrapped Christmas Gifts                                   |
| Cllr. D Anderson          | BACS434          | £20.65            | Travel Expenses & Parking – 09/10/222                          |
| Mega Inflatable Ltd       | BACS435          | £100.00           | Deposit for Santa's Grotto – 26/11/2022                        |
| CB Landscapes             | BACS436          | £3,270.00         | Construct Community Garden inc Purchase of Plants and Planting |
| <b>TOTAL</b>              |                  | <b>£17,575.28</b> |  |

**CO/090/22 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the report detailing the new signage at Canvey Lake, the unauthorised reed cutting, the bank erosion along the footpath which can no longer be monitored effectively due to the level of erosion, the burnt picnic bench, obscene graffiti on the play equipment, the cutting of the Wildflower Meadow and the repairs to the Tidal Pool surround. Members noted that authorisation had been given to Cadent to place two containers in the Denham Road car park for the duration of the works around the area.

**CO/091/22 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/092/22 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that there are two items that will be going to the Cabinet for consideration which are to rescind the previous administrations decision to demolish the Paddocks and to refurbish it at a

cost of £800,000 using the proceeds of the sale of the Yacht club including partnership working with the Friends of the Paddocks group and the refurbishment of the Knightswick Centre. Cllr Blackwell confirmed that CPBC will be setting up a council hub on the island for residents to prevent them having to travel to Benfleet.

**CO/093/22 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May advised that he has been investigating lamp columns that are not working and reviewing career opportunities with DP World for Canvey Island.

Cllr Blackwell advised that he still had £5,000 available for a community project in the East Ward.

*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/094/22 - TO NOTE THE DRAFT MEMORANDUM OF UNDERSTANDING FOR THE GUNNY PROJECT AND AGREE IN PRINCIPLE TO THE RECOMMENDATIONS PROPOSED IN THE REPORT.**

Members **RESOLVED** unanimously to approve the draft Memorandum of Understanding subject to changes made in line with the proposed report. Members **RESOLVED** that should these amendments be made as per the proposal and report the Town Clerk is given delegated powers to sign off the Memorandum of Understanding and approve the land transfer without further consultation with the Council.

The meeting closed at 8.50pm.

TOWN MAYOR

12<sup>th</sup> December 2022