

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 23RD MAY 2022 AT 7.30PM**

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs J. Smith-Port – Deputy Clerk
Mrs L. Gould – Community & Events Officer
Mrs A. Wakenell – Community Warden
3 members of the public.

Cllr Palmer gave a short speech as outgoing Town Mayor detailing some of the events and organisations that he and his wife Dot, had attended. He wished the new Town Mayor well in her term and duties for the year 2022/23.

CO/001/22 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2022/23

Cllr May nominated Cllr D. Anderson as Town Mayor for the 2022/23 Council year. The nomination was seconded by Cllr E. Harvey. There were no other nominations therefore Cllr D. Anderson was elected as Town Mayor of the Council for 2022/23.

CO/002/22 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

CO/003/22 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2022/23

Cllr Acott nominated Cllr N. Harvey as Deputy Town Mayor and the nomination was seconded by Cllr E. Harvey. There were no other nominations therefore Cllr N. Harvey was elected as Deputy Town Mayor of the Council for 2022/23.

CO/004/22 - APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr P. Greig.

CO/005/22 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/006/22 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES

The Clerk requested that all members review their Register of Interest forms which can be found on the council's website and to complete new forms should they require any amendments.

CO/007/22 - 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

A member of the public wished it noted that the proposed battery storage for the Gunny site would provide very low-level noise and that the required forms for its installation require the landowner's details. It was noted that it is not advisable to submit the forms as the current landowner as this process will need to be re-started when the land is transferred to the Town Council.

CO/008/22 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 11TH APRIL 2022

Members **RESOLVED** that the minutes of the Council meeting held on the 11th April 2022 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/009/22 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 9TH MAY 2022.

Members noted the minutes of the Policy & Finance meeting held on the 9th May 2022 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/010/22 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

Members reviewed the terms of reference and **RESOLVED** no changes were required.

CO/011/22 - TO APPOINT A LEADER OF THE COUNCIL

Cllr N. Harvey nominated Cllr Blackwell as Leader for the 2022/23 Council year. The nomination was seconded by Cllr C. Sach. There were no other nominations therefore Cllr Blackwell was appointed Leader of the Council for 2022/23.

Cllr J. Anderson and Cllr D. Anderson wished it noted that they had abstained from this vote.

CO/012/22 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

- i) Policy & Finance
Cllr N. Harvey nominated Cllr Acott as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Acott was elected as Chairman of the Committee.
- ii) Planning
Cllr N. Harvey nominated Cllr S. Sach as Chairman of the Committee. The nomination was seconded by Cllr Palmer. There were no other nominations therefore Cllr S. Sach was elected as Chairman of the Committee.
- iii) Personnel
Cllr Palmer nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr C. Sach. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

CO/013/22 - 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) Policy and Finance

Cllr Acott, Cllr N. Harvey, Cllr D. Anderson, Cllr May, and Cllr Palmer

ii) Planning

Cllr S. Sach, Cllr C. Sach, Cllr N. Harvey, and Cllr E. Harvey

iii) Personnel

Cllr Blackwell, Cllr J. Anderson, Cllr D. Anderson, Cllr Palmer, and Cllr Acott

iv) Appeals Panel

Cllr E. Harvey, Cllr N. Harvey, and Cllr S. Sach

CO/014/22 - TO NOTE THE CHANGES TO THE COUNCILS' STANDING ORDERS AND FINANCIAL REGULATIONS

Members noted and **RESOLVED** to approve the changes to item 18c, f & g of the Standing Orders and item 11h of the Financial Regulations.

CO/015/22 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint the following members:

- i) Community Working Group – Town Mayor, Deputy Town Mayor, and the Leader of the Council. Member **RESOLVED** that this panel would review new projects before they are submitted to full council and that projects are submitted to the Town Clerk to formulate the working group meetings.
- ii) Community Resilience Panel – Members **RESOLVED** to disband this working group and provide the details of Cllr Blackwell, Cllr Greig, Cllr N. Harvey, Cllr S. Sach, and Cllr D. Anderson to the BRIC co-ordinator so that its members can form part of the Building Resilience in Communities group.

CO/016/22 - TO REVIEW THE REPRESENTATIVES TO THE OUTSIDE BODIES AS DETAILED IN THE CLERKS REPORT

Members appointed the following members to each committee or group:

- i) Community Development Partnership – D. Anderson
- ii) Community Safety Partnership – Cllr Blackwell advised that this committee no longer exists.
- iii) Big Local Gunny Steering Group – D. Blackwell and Town Clerk
- iv) Community Initiative Fund Panel – Town Clerk
- v) CPBC Planning Committee – Chairman and Vice Chairman of Planning Committee
- vi) CPBC Review Committee – A. Acott and N. Harvey
- vii) Heritage Centre Committee – Cllr Acott
- viii) EALC Executive Committee/District Association – A. Acott
- ix) Age Concern – D. Anderson
- x) Parish Transport – Deputy Clerk
- xi) Wyvern Community Transport Board – P. Greig
- xii) Local Highways Panel – J. Anderson

CO/017/22 – FINANCE

- i) **TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £24.08PCM**
Members **RESOLVED** to agree the continuation of funding the Clerks membership with the SLCC at a cost of £24.08pcm or £289.00 for 2022.
- ii) **TO CONSIDER AND AGREE THE 2022/23 AFFILIATION FEES FOR THE EALC AND NALC**
Members noted the reports provided and the information from the meeting held with the EALC on the 13th May 2022 and **RESOLVED** to suspend its membership with the EALC and NALC for one year.
- iii) **TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES**
Members reviewed the existing bank signatories and **RESOLVED** to appoint the Town Clerk, Deputy Clerk, Cllr J. Anderson, Cllr D. Anderson, Cllr May, Cllr N. Harvey, and Cllr Palmer as

signatories for the main account and keep the same signatories for the Hampshire Trust account to Cllr P. Palmer, Cllr J. Anderson, Town Clerk and Deputy Clerk.

iv) TO NOTE THE COUNCIL'S ASSET REGISTER

Members noted the Asset Register.

CO/018/22 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE TOWN MAYOR 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 **RESOLVED** that the Town Mayor sign the policy.

CO/019/22 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2022/23

Members **RESOLVED** to approve the Timetable of Meetings for 2022/23.

CO/020/22 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Councils standing orders and **RESOLVED** that they will review their individual consideration to receive agendas electronically and advise the Town Clerk should any amendments to previous agreements and acceptance be required.

CO/021/22 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

Members noted the expenditure of £284.40 for the purchase of the summer planting for the Covid Memorial gardens.

CO/022/22 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/023/22 – TO CONSIDER AND AGREE ADOPTING THE NEW LOCAL GOVERNMENT ASSOCIATION MODEL CODE OF CONDUCT.

Members reviewed the LGA Model Code of Conduct and that this is proposed to be adopted by the Borough Council and **RESOLVED** to adopt the new code.

CO/024/22 – TO CONSIDER AND AGREE THE TOWN MAYOR'S CHARITY FOR THE YEAR 2022/23.

Members **RESOLVED** that CISCA House will be the Town Mayors charity recipient for the year 2022/23.

CO/025/22 – TO CONSIDER AND AGREE THE COSTS AND ONGOING MAINTENANCE OF THE COVID GARDENS.

Members noted the report provided by the Town Clerk detailing the proposed planting scheme agreed with Cllr Blackwell and **RESOLVED** to approve the scheme and maintenance of the gardens at a cost of £3,024.40 for 2022 with C B Landscapes on a rolling contract, costs will be reviewed each year in October and the additional funds required will be vired from the Lake General Maintenance budget.

CO/026/22 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

23rd May 2022 — NO 1 ACCOUNT

Company	Reference	Amount	Description
SLCC	BACS377	£289.00	SLCC annual subscription
TOTAL		£289.00	

CO/027/22 – TO NOTE A WRITTEN REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

Members noted the report.

CO/028/22 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/029/22 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr C. Sach advised that there was no longer a Dementia Friendly Canvey Island hub.

CO/030/22 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that the funding available through the ECC Community Fund had been reduced to £5,000 per member and that he was attending a meeting with the Police Superintendent and Chief Inspector next week.

Cllr May advised that the number of unidentified vans parked down Haven Road had reduced and he had received complaints regarding cars blocking the road at the traffic lights at the King Canute, therefore, a potential box junction is being reviewed for this location.

The meeting closed at 9.10pm.

TOWN MAYOR

27th June 2022