

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 19TH MAY 2025 AT 7.00PM**

PRESENT:

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

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs A. Wakenell – Community Officer
13 members of the public.

Cllr May thanked the staff and councillors for their assistance during his time as Town Mayor.

CO/001/25 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2025/26

Cllr May nominated Cllr Sayes as Town Mayor for the 2025/26 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Sayes was elected as Town Mayor of the Council for 2025/26.

CO/002/25 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

CO/003/25 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2025/26

Cllr Harvey nominated Cllr Brooke as Deputy Town Mayor and the nomination was seconded by Cllr Sach. There were no other nominations therefore Cllr Brooke was elected as Deputy Town Mayor of the Council for 2025/26.

CO/004/25 - APOLOGIES FOR ABSENCE

All members were present.

CO/005/25 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declaration of interests was received.

CO/006/25 – MEMBERS TO REVIEW THEIR REGISTER OF INTEREST FORMS AND ANY AMENDMENTS TO BE COMPLETED AND RETURNED TO THE TOWN CLERK.

Members noted the need to review their forms.

CO/007/25 - 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

Questions to the Leader of the Council
From Alan Tibbit.

Question 1:

I believe the contractor has now completed installing the Barley Straw to some 40/50 meters and although this may help it is very short term. However, during the work members of FOCL reported that seeing the barge in the very middle of the Lake it was stirring up tremendous amounts of silt from the propellers as the water levels were so shallow. The stink reported was absolutely awful and the boat had trouble ploughing through it. This was 6 foot deep 15 years ago and is now a proven few inches. They crew were heard to say they had never smelt anything like it and just on that alone will you please commission tests immediately for all and any toxins in the Lake to ensure it is safe for humans to be near, let alone close too. In addition the water quality needs to be checked and the risk assessment to the dangers to the public, their pets and the wildlife. I was told Digger Boats were contracted to do the work so I presume

that would have been done to exacting standards, as we vetted the company thoroughly, before asking them to give FOCL a quotation and their references were exemplary, so any words of surprise or dismay, heard by members, at the condition of the Lake, as we all know it is now in, shot out even more warning signs. In this instance our concern is for the residents, not it seems the prime requirement of the Councillors, with the lack of external funding they have failed to apply for, let alone secure. I am writing to the EA now to ask them to test the water and to find out when they were asked by the Council to do so. In addition, I am writing to the Borough to warn them that this early in the year the Lake they own on our behalf is in an even worse condition than we could have ever imagined. Their results will be I am sure staggering, and we are in the first stages of what is forecast to be record temperatures. The safety of the residents is in the Council's hands. Could you please forward this request for information to the Leader of the Council for the Councillors' intentions of what they intend to do about it as it is solely their responsibility. I expect a reply from the Leader.

The Leader of the Council responded advising that there have been no complaints made to the Town Council in relation to the smell caused by these works and no concerns have been raised by the contractor. As silt builds up at the bottom of any lake, it inevitably decays. Natural processes break down organic matter, using up oxygen levels from the water. Without sufficient oxygen levels the oxygen deprived bacteria will break down organic buildup in the water, during this process the bacteria will produce waste gas which is what smells. Unfortunately, any time that the silt is disturbed during any works there will be this release of gas. This is not only due to the current level of silt in the lake but has been the case over the years and before the Town Council took over the management of the lake. As you are aware investigations are being made to 'reset the lake' as residents have requested, however, one of the proposals made to reduce costs is to leave the silt on site which will be an issue if the smell is a problem. The Council is taking proactive action in hopes this will alleviate and help to mitigate any potential environmental issues, that this unique area may face in the upcoming summer months. The Council has again conducted a session of fish removal at the beginning of the year and approved the use of barley straw which formed part of the Ecology Study conducted. This should help to control any potential algae growth, and the Council still intends to install an aerator before the summer months. The Town Council is dedicated to the long-term vision for Canvey Lake and quotes for works to 'reset the lake' have been obtained as requested by residents and funding opportunities for this large-scale project are currently being investigated. The Environment Agency test the water at least twice a year to check indicators of water quality for aquatic health. All non-bathing lakes have various bacteria and toxins due to the fact that it is not treated as a bathing facility and the Council have made it clear to residents with adequate signage advising that the lake is not suitable for bathing or pets due to the simple nature of the unknown factors of the road run off and bacteria caused by algae blooms and excessive wildfowl excrement.

Various members of the public asked to respond, and a discussion took place. Cllr Blackwell advised that as Leader of Castle Point Borough Council he will arrange a meeting with the Borough Council and Friends of Canvey Lake to discuss their enquiry to take over the lease of the Canvey Lake open space.

CO/008/25 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 28TH APRIL 2025.

Members **RESOLVED** that the minutes of the Council meeting held on the 28th April 2025 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/009/25 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

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

CO/010/25 - TO APPOINT A LEADER OF THE COUNCIL

Cllr Blackwell nominated Cllr Sach as Leader for the 2025/26 Council year. The nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr Sach was appointed Leader of the Council for 2025/26.

CO/011/25 - TO APPOINT A DEPUTY LEADER OF THE COUNCIL

Cllr Blackwell nominated Cllr Harvey as Deputy Leader for the 2025/26 Council year. The nomination was seconded by Cllr Brooke. There were no other nominations therefore Cllr Harvey was appointed Deputy Leader of the Council for 2025/26.

CO/012/25 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

Cllr Blackwell proposed that all positions remain the same and there were no other nominations. Members **RESOLVED** unanimously that Cllr Acott was elected as Chairman of the Policy & Finance Committee and Cllr Sach was elected as Chairman of the Planning Committee.

i) **Personnel**

Cllr D. Anderson nominated Cllr J. Anderson as Chairman of the Committee and the nomination was seconded by Cllr May. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.

CO/013/25 - 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 D. Anderson, Cllr May, Cllr Sach, and Cllr J. Anderson.

ii) Planning

Cllr Sach, Cllr Harvey, Cllr Brooke, and Cllr Botham.

iii) Personnel

Cllr J. Anderson, Cllr D. Anderson, Cllr Acott, and Cllr Sach.

iv) Appeals Panel

Cllr Harvey, Cllr Botham, and Cllr Brooke.

CO/014/25 - TO CONSIDER AND AGREE THE COUNCILS AMENDED FINANCIAL REGULATIONS AND STANDING ORDERS.

Members considered the amendments and **RESOLVED** unanimously to approve all amendments.

CO/015/25 - TO APPOINT MEMBERS TO THE EXISTING WORKING GROUPS/PANELS

Members were asked to review the existing working groups/panel membership and **RESOLVED** to appoint Cllr Sayes and Cllr Brooke to the Lake Stakeholder Group.

CO/016/24 - 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) Big Local Gunny Steering Group – S. Sach and Town Clerk

iii) Community Initiative Fund Panel – Town Clerk

iv) CPBC Planning Committee – Chairman and Vice Chairman of Planning Committee

v) CPBC Review Committee – A. Acott and S. Sach

- vi) Heritage Centre Committee – A. Acott
- vii) Age Concern – D. Anderson
- viii) Parish Transport – Deputy Clerk
- ix) Wyvern Community Transport Board – P. May
- x) Local Highways Panel – J. Anderson
- xi) Community Safety Partnership – Community Officer
- xii) Town Board – Town Clerk

CO/017/25 – FINANCE

- i) **TO CONSIDER AND AGREE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF £355.00 PER ANNUM**
Members **RESOLVED** unanimously to agree the continuation of funding the Clerks membership with the SLCC at a cost of £355.00 for 2025.
- ii) **TO NOTE THE BANK SIGNATORIES AND CONSIDER ANY REQUIRED CHANGES.**
Members noted and **RESOLVED** that there will be no amendments to the bank signatories.
- iii) **TO CONSIDER AND AGREE THE EALC AND NALC AFFILIATION FEES FOR 2025/26**
Members **RESOLVED** unanimously to agree to the affiliation fees for 2025/26 at a cost of £2,854.23.
- iv) **TO NOTE THE COUNCIL'S ASSET REGISTER**
Members noted the Asset Register.

CO/18/25 - 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/019/25 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2025/26

Members **RESOLVED** to approve the Timetable of Meetings for 2025/26 and amend the start time of meetings to 7pm.

CO/020/25 – TO NOTE AND CONSIDER THE INTERNAL AUDITORS REPORT.

Members noted the report with no issues raised.

CO/021/25 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2025.

Members considered the findings of the review of the effectiveness of its system of internal controls and **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2025.

CO/022/25 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2025.

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2025.

CO/023/25 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Councils standing orders, and all members approved the receipt of electronic agendas.

CO/024/25 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS SINCE THE LAST MEETING.

Members noted the purchase of two steal lockable cabinets for the council office at a cost of £374.00.

CO/025/25 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the report.

CO/026/25 – TO CONSIDER AND AGREE THE TOWN MAYOR'S CHARITY FOR THE YEAR 2025/26.

This item was deferred until the next available meeting.

CO/027/25 – TO NOTE THE BY-ELECTION FOR THE WINTER GARDENS WARD TO BE HELD ON THE 20TH JUNE 2025.

Noted.

CO/028/25 – TO NOTE THE ROSPA REPORT COMPLETED ON THE PLAY AREA.

Members noted the report and recommended actions.

CO/029/25 – TO CONSIDER AND AGREE THE LABWORTH MEMORIAL GARDENS/BAND STAND CONTRACT SPECIFICATION FOR A 3 YEAR CONTRACT.

Members **RESOLVED** unanimously to approve the contract specification for a 3-year contract.

CO/030/25 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

19th May 2025 NO 1 ACCOUNT

Company	Reference	Amount	Description
ATH Training Group	BACS836	£240.00	First Aid Training
Digger Boats Ltd	BACS837	£5,712.00	Barley Straw
SLCC	BACS838	£2,245.00	Consultancy Fees/Clerks Membership
Design4Print	BACS839	£342.00	AFD Banners x 6
Aspect Maintenance Ltd	BACS840	£6,815.09	Maintenance Apr / Office Move
The Bungalow Nursery	BACS841	£293.16	Covid Gardens Plants
CPBC	BACS842	£738.25	Hall Bookings - 25/26 & AFD
EALC	BACS843	£2,854.23	NALC/EALC Membership Fee
Heelis & Lodge	BACS844	£430.00	Internal Audit
TOTAL		£19,669.73	

CO/031/25 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.

Members noted the report. The Community Officer advised that there has been a lot of fly tipping at Canvey Lake in the water, dyke and bins being left on site. Evidence had been found as to which residents were leaving their household rubbish by the bins. The notice boards at the lake open space had been vandalised and heavily graffitied. The play area had passed its ROSPA inspection, and access to the Tidal Pool had been permitted so that the contractor could start to get the tidal pool ready for the summer months.

CO/032/25 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.

Members noted the reports.

CO/033/25 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.

No reports were provided.

**CO/034/25 – REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO
CANVEY ISLAND**

No reports were provided.

The meeting closed at 8.00pm.

TOWN MAYOR

23rd June 2025

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