

**MINUTES OF THE PROCEEDINGS AT THE ONLINE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON TUESDAY 4<sup>TH</sup> MAY 2021 AT 10.00AM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs J. Smith-Port – Deputy Clerk  
Mrs L. Gould – Community & Events Officer

**CO/001/21 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2021/22**

Cllr Blackwell nominated Cllr Palmer as Town Mayor for the 2021/22 Council year. The nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Palmer was elected as Town Mayor of the Council for 2021/22.

Cllr Acott wished Cllr Palmer luck in his term and confirmed that he had attended 72 events in his 1<sup>st</sup> year but due to the COVID pandemic 9 were cancelled. He continued to provide details of some new events he had attended and wished Cllr Palmer a very enjoyable year.

**CO/002/21 - TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Clerk had provided Cllr Palmer with the Declaration of Acceptance of Office document which as this is an online meeting was signed in front of the camera and witnessed by the Council and the Town Clerk/Proper Officer.

Cllr Palmer thanked Cllr Acott and advised that he had admired all that Cllr Acott had achieved during his term and holding the position for an extended period during an exceedingly difficult time.

**CO/003/21 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2021/22**

Cllr Blackwell nominated Cllr D. Anderson as Deputy Town Mayor and the nomination was seconded by Cllr S. Sach. There were no other nominations therefore Cllr D. Anderson was elected as Deputy Town Mayor of the Council for 2021/22.

**CO/004/21 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr C. Sach and Cllr P. Grieg with reasons given. Cllr May was not present with no reason provided.

**CO/005/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declaration of interests was received.

**CO/006/21 – 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.

Cllr May arrived at the meeting at 10.18am.

Cllr Acott and Cllr May confirmed that they were no longer governors at William Read School and requested that this was removed. The Town Clerk confirmed that she would amend the existing register of interest form and that both members would be requested to initial the change.

**CO/007/21 - 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/008/21 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 29<sup>TH</sup> MARCH 2021**

Members **RESOLVED** that the minutes of the Council meeting held on the 29<sup>th</sup> March 2021 be confirmed as a true record of the proceedings and to be signed by the Town Mayor at the next available opportunity.

**CO/009/21 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 19<sup>TH</sup> APRIL 2021.**

Members noted the minutes of the Policy & Finance meeting held on the 19<sup>th</sup> April 2021 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/010/21 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

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

**CO/011/21 - TO APPOINT A LEADER OF THE COUNCIL**

Cllr S. Sach nominated Cllr Blackwell as Leader for the 2021/22 Council year. The nomination was seconded by Cllr Acott. There were no other nominations therefore Cllr Blackwell was appointed Leader of the Council for 2021/22.

**CO/012/21 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Policy & Finance  
Cllr Blackwell nominated Cllr N. Harvey as Chairman of the Committee. The nomination was seconded by Cllr S. Sach. There were no other nominations therefore Cllr N. Harvey was elected as Chairman of the Committee.
- ii) Planning  
Cllr Blackwell nominated Cllr Greig as Chairman of the Committee. The nomination was seconded by Cllr S. Sach. There were no other nominations therefore members approved Cllr Greig as the committee chairman, however, members **RESOLVED** that due to Cllr Greig's absence this should be confirmed at the next available Planning meeting.
- iii) Personnel  
Cllr May nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

**CO/013/21 - 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 N. Harvey, Cllr D. Anderson, Cllr Blackwell, Cllr Palmer and Cllr Acott

ii) Planning

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

iii) Common Liaison Committee

Cllr D. Anderson and Cllr J. Anderson – members noted that investigations were being made as to whether this committee could be disbanded. Members agreed that this would be the preferable outcome so that decisions were referred to full council.

iv) Personnel

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

v) Appeals Panel

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

**CO/014/21 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS**

Members noted the Standing Orders and Financial Regulations.

**CO/015/21 - 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.
- ii) Community Resilience Panel – Cllr Blackwell, Cllr Greig, Cllr N. Harvey, Cllr S. Sach and Cllr D. Anderson
- iii) Armed Forces Day/Community Awards – Cllr. Blackwell, Cllr. Greig, Cllr. Palmer, Cllr D. Anderson, Cllr J. Anderson, Cllr. Acott and Cllr S. Sach
- iv) COVID Memorial Garden - Cllr. Blackwell, Cllr. Acott, Cllr J. Anderson, Cllr E. Harvey, Cllr D. Anderson

**CO/016/21 - 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 – D. Blackwell
- 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) Town Centre Regeneration Members Liaison Group – This group no longer exists.
- viii) West Canvey Liaison Group – This group no longer exists.
- ix) Heritage Centre Committee – Cllr Acott
- x) EALC Executive Committee/District Association – A. Acott
- xi) Age Concern – D. Anderson
- xii) Parish Transport – Deputy Clerk
- xiii) Wyvern Community Transport Board – P. Greig

**CO/017/21 – 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 for 2021.

**ii) TO CONSIDER AND AGREE THE 2021/22 AFFILIATION FEES FOR THE EALC AND NALC**

Members **RESOLVED** to agree the payment of £2,549.87 for the affiliation fees for the EALC and NALC for 2021/22.

Members noted concerns raised regarding the lack of support provided by the EALC to larger councils and that they appear to be more interested in projects for ECC. Members requested that Cllr Acott make their concerns known at the next available executive meeting and that the Town Clerk inform the EALC that the fees will be supported this year with a view to reviewing its membership in 2022.

**iii) TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES**

Members reviewed the existing bank signatories and **RESOLVED** to keep the current signatories to the Town Clerk, Deputy Clerk, Cllr J. Anderson, Cllr D. Anderson, Cllr May, Cllr Acott and Cllr Palmer for the main account and amend 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/018/21 - 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 the Town Mayor of the Council will sign the policy at the next available opportunity.

**CO/019/21 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2021/22**

Members **RESOLVED** to approve the Timetable of Meetings for 2021/22.

**CO/020/21 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021.**

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 31<sup>st</sup> March 2021.

**CO/021/21 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021.**

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2021.

**CO/022/21 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**

Members noted the Councils standing orders and reviewed their individual consideration to receive agendas electronically and will sign and return the forms submitted by the Town Clerk as confirmation of acceptance.

**CO/023/21 – TO NOTE THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS.**

Noted.

**CO/024/21 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report. Members agreed that the investigation into maps should be removed from the projects as this is now provided in the Town Guide.

**CO/025/21 – TO CONSIDER AND AGREE THE PROPOSALS AND COSTS FOR THE DECORATIONS TO THE TOWN CENTRE FOR ARMED FORCES DAY.**

Members noted the report provided and the costs for large poppies and banners and **RESOLVED** to order 2 large banners for the council office from Design4Print at a cost of £389.69 for Armed Forces Day along with the placing of bunting around the town centre which will be put up by volunteers and organised by Cllr Blackwell and 35 large poppies for the lamp columns in the town centre for Remembrance Sunday to be purchased from the Royal British Legion Poppy Shop at a cost of £349.65 to be taken from the Armed Forces budget.

Cllr N. Harvey left the meeting at 11.21am.

**CO/026/21 – TO CONSIDER AND AGREE THE DATE OF THE GARDEN TRAIL AND A CHARITY RECIPIENT FOR 2021.**

Members **RESOLVED** to hold the Garden Trail subject to government guidance or potential cancellation on the 24<sup>th</sup> July 2021 and that the Phoenix Club for the Disabled will be the charity recipient for 2021.

**CO/027/21 – TO NOTE AND APPROVE THE AMENDED BIODIVERSITY STATEMENT WHICH HAS BEEN APPROVED BY THE QUALITY GOLD PANEL.**

Members **RESOLVED** to approve the amended Biodiversity Statement.

**CO/028/21 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**29<sup>th</sup> March 2021 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
Essex Association of Local Councils	BACS176	4188822	£384.00	Training courses (LG / JS) / Local Council Award Scheme Fee
Viking	BACS177	4188910	£38.94	Face masks / Stationary
Rentokil Initial	BACS178	4188962	£84.24	Annual contract – Feminine hygiene units
Design 4 Print	BACS179	4189069	£157.69	700mm x 500mm channelled sign & installation - WS brideway
Signs of the Times Ltd	BACS180	4189141	£3,379.35	2x Waymaker posts / 10x finger signs
Stanley Marsh & Co Ltd	BACS181	4189219	£2,500.00	No. 11 rent – 26/03/21 to 24/06/2021
The Helping Hand Company (Ledbury) Ltd	BACS182	4189358	£2,406.60	Litter pick equipment
<b>TOTAL</b>			<b>£8,950.82</b>	

**14<sup>th</sup> April 2021 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
VWFS (UK) Ltd	BACS180	4440144	£219.47	Final lease payment for Caddy
Aspect Maintenance Ltd	BACS181	4440183	£4,711.50	Maintenance - March
Essex County Council	BACS182	4440218	£200.00	Seasonal Decoration Application
Michael J Norris & Son	BACS183	4440240	£2,832.00	Installation 2x wayfinder post & 10 directional fingers
Essex Association of Local Councils	BACS184	4440274	£2,549.87	EALC Affiliation Fee 2021/22 & NALC Affiliation Fee 2021/22

J & M Payroll	BACS185	4440300	£108.00	YE processing & Payroll processing March
K J Gray	BACS186	4445040	£816.00	Cut, harrow & re-seed Wildflower meadow
<b>TOTAL</b>			<b>£11,436.84</b>	

**22<sup>nd</sup> April 2021 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Transaction</b>	<b>Amount</b>	<b>Description</b>
J&M Payroll Services	BACS187	4580368	£9,594.70	Payroll Transfer
<b>TOTAL</b>			<b>£9,594.70</b>	

**CO/029/21 – TO NOTE A WRITTEN REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the reports as the Community Warden was not present to provide any further update. Members raised concerns that there had been dead geese and a swan with no injuries and enquired whether this had been investigated due to possible poisoning. The Town Clerk advised that an answer was not available for this meeting but would update members upon investigation.

**CO/030/21 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that the proposed café at Thorney Bay will be reviewed as only one company tendered for the works, but the costs exceeded the budget available. It has been confirmed that the Paddocks will be replaced, and that the EA are progressing with their planned revetment works.

**CO/031/21 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May advised that a meeting was being held on the 2<sup>nd</sup> June to look at locations for the 10,000 plus trees that will be planted on the island and that he is working with ECC on a project to help elderly residents to remain in their homes rather than having to go into care homes.

Cllr Blackwell advised that he had been limited in his actions during purdah, however, he did provide an update on the collapsed main sewer at Dovervelt Road which was due to be completed within 4-6 weeks but due to the seriousness of the problem will now not be completed until the end of July. Cllr Blackwell advised that he had received concerns regarding the new entrance/exit to the Kings Park as there are no give way signs which is causing a problem and potential danger of accidents as residents are not stopping when exiting the park.

The meeting closed at 11.58am.

TOWN MAYOR

28<sup>th</sup> June 2021