

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 21<sup>ST</sup> MAY 2018 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr J. Anderson, Cllr. B Campagna, Cllr D. Blackwell, Cllr M. Tucker, Cllr. J. Blissett, Cllr A. Acott, Cllr D. Anderson, Cllr N. Harvey and Cllr P. May

**Also present:** Mrs E. De Can – Town Clerk  
Mr N. Milner – Deputy Clerk  
Ms L. Shirley – Community & Events Officer  
Ms A. Ruskin – Community Warden  
11 members of the public

Cllr J. Anderson welcomed the members of the public. He confirmed that his 12 months as Town Mayor had been very busy and extremely enjoyable and that the Town Council had been very well received at all of his engagements. He thanked the staff for their hard work and the Community & Events Officer for her support in booking his engagements and keeping his diary. He also thanked his wife Cllr Doreen Anderson for her support over the last 12 months, not only in his duties at Town Mayor but also in his private life. Cllr Doreen Anderson was presented with flowers from the Town Mayor. Cllr J. Anderson thanked Cllr Campagna for his support as Deputy Town Mayor.

**CO/001/18 – TO ELECT THE TOWN MAYOR OF THE COUNCIL 2018/19**

Cllr Blackwell nominated Cllr B. Campagna as Town Mayor for the 2018/19 Council year. The nomination was seconded by Cllr Tucker. There were no other nominations therefore Cllr B. Campagna was elected as Town Mayor of the Council for 2018/19.

**CO/002/18 - TO RECEIVE THE TOWN MAYORS DECLARATION OF ACCEPTANCE OF OFFICE**

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

**CO/003/18 - TO APPOINT A DEPUTY TOWN MAYOR OF THE COUNCIL FOR 2018/19**

Cllr Tucker nominated Cllr A. Acott as Deputy Town Mayor and the nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Acott was elected as Deputy Town Mayor of the Council for 2018/19.

**CO/004/18 - APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr P. Grieg.

**CO/005/18 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CO/006/18 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES**

The Clerk requested that all members review their existing Register of Interest forms and complete new forms and return them within 28 days if required.

**CO/007/18 - 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 wished to speak.

**CO/008/18 – TO RECEIVE PRESENTATIONS FROM CANDIDATES FOR CO-OPTION FOR A PERIOD NOT EXCEEDING 5 MINUTES EACH**

Candidates present provided a short presentation on their application for co-option.

**CO/009/18 – TO CO-OPT A CANDIDATE AS TOWN COUNCILLOR FOR CANVEY ISLAND SOUTH WARD**

Members were asked to consider a candidate to co-opt onto the Town Council as Town Councillor for Canvey Island South Ward from the applications received. Members **RESOLVED** to suspend Standing Order No.8 to conduct the vote for co-option by signed ballot as there were three candidates. Following the counting of the votes the Council **RESOLVED** to co-opt the successful candidate Mr Barry Palmer as Town Councillor for the Canvey Island South Ward.

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

**CO/010/18 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9<sup>TH</sup> APRIL 2018**

Members **RESOLVED** that the minutes of the Council meeting held on the 9<sup>th</sup> April 2018 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

**CO/011/18 – TO NOTE THE MINUTES FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON THE 19<sup>TH</sup> MARCH 2018**

Members noted the minutes of the Environment and Open Spaces Committee meeting held on the 19<sup>th</sup> March 2018.

**CO/012/18 – TO NOTE THE MINUTES AND RESOLUTION OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 26<sup>TH</sup> MARCH 2018**

Members noted the Personnel Committee minutes of the meeting on the 26<sup>th</sup> March 2018.

**CO/013/18 – TO NOTE THE MINUTES FROM THE COMMUNITY RELATIONS COMMITTEE MEETING HELD ON THE 9<sup>TH</sup> APRIL 2018**

Members noted the minutes of the Community Relations Committee meeting held on the 9<sup>th</sup> April 2018.

**CO/014/18 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 30<sup>TH</sup> APRIL 2018**

Members noted the minutes of the Policy & Finance meeting held on the 30<sup>th</sup> April 2018 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/015/18 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE**

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

**CO/016/18 - TO APPOINT A LEADER OF THE COUNCIL**

Members noted that this was a new position and had newly been appointed at the Council meeting on the 9<sup>th</sup> April 2018. Members **RESOLVED** that Cllr Blackwell remain Leader of the Council at this time.

**CO/017/18 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES**

- i) Environment & Open Spaces  
Cllr J. Anderson nominated Cllr D. Anderson as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr D. Anderson was elected as Chairman of the Committee.
- ii) Community Relations  
Cllr Blackwell nominated Cllr May as Chairman of the Committee. The nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr May was elected as Chairman of the Committee.

- iii) **Policy & Finance**  
Cllr Tucker nominated Cllr Harvey as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Harvey was elected as Chairman of the Committee.
- iv) **Planning**  
Members **RESOLVED** to defer this decision as the current committee chairman was not present due to unforeseen circumstances and requested that in order to give him an opportunity to be considered this decision should be considered at the next available council meeting.
- v) **Personnel**  
Cllr Tucker nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr J. Anderson. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

### **CO/018/18 - 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. Environment and Open Spaces  
Cllr D. Anderson, Cllr Campagna, Cllr Blissett, Cllr Tucker, Cllr J. Anderson and Cllr Acott
- ii. Community Relations  
Cllr May, Cllr Greig, Cllr Tucker, Cllr Blissett, Cllr Palmer and Cllr D. Anderson
- iii. Policy and Finance  
Cllr Harvey, Cllr May, Cllr D. Anderson, Cllr Blackwell, Cllr Tucker and Cllr Palmer
- iv. Planning  
To be deferred until the next available council meeting. Members **RESOLVED** that no planning application will be considered until the planning committee has been agreed.
- v. Common Liaison Committee  
Cllr Campagna and Cllr J. Anderson
- vi. Personnel  
Cllr Blackwell, Cllr D. Anderson, Cllr J. Anderson and Cllr Acott
- vii. Appeals Panel  
Cllr Tucker, Cllr Harvey and Cllr Campagna

### **CO/019/18 - TO CONSIDER AND AGREE THE APPOINTMENT OF A COMMUNITY WORKING GROUP**

Members considered the report provided by the Town Clerk and **RESOLVED** to appoint the Town Mayor, Deputy Town Mayor, Leader and the Chairman of the Community Relations Committee to the working group which will supersede all other existing working groups.

## **CO/020/18 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS**

Members noted the Standing Orders and Financial Regulations.

## **CO/021/18 - 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 – Cllr D. Anderson
- (ii) Community Safety Partnership – Cllr D. Blackwell
- (iii) Community Initiative Fund Panel – Town Clerk
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) CPBC Review Committee – Cllr Acott & Cllr Harvey
- (vi) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson
- (i) West Canvey Liaison Group – Cllr Tucker
- (vii) Heritage Centre Committee – Cllr Campagna
- (viii) EALC Executive Committee – Cllr Acott
- (ix) Age Concern – Cllr D. Anderson and Cllr Blissett asked to be considered for this post. Cllr May abstained from voting due to his involvement with the group. Members voted 5 votes for Cllr D. Anderson and 0 votes for Cllr Blissett. Members **RESOLVED** to appoint Cllr D. Anderson as its representative.
- (x) Parish Transport – Community and Events Officer
- (xi) Wyvern Community Transport Board – Cllr Greig

## **CO/022/18 – FINANCE**

- i) TO NOTE THE CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £19.58**  
Members **RESOLVED** to agree to the continuation of funding the Clerks membership with the SLCC at a cost of £19.58 per month.
- ii) TO CONSIDER AND AGREE THE 2018/19 AFFILIATION FEES FOR THE EALC AND NALC**  
Members **RESOLVED** to agree the payment of £2,500.00 for the affiliation fees for the EALC and NALC for 2018/19
- iii) TO REVIEW AND CONSIDER CHANGES TO BANK SIGNATORIES**  
Members reviewed the existing bank signatories and **RESOLVED** to make no changes to the existing signatories of the Town Clerk, Deputy Clerk, Cllr J. Anderson, Cllr D. Anderson, Cllr Grieg, Cllr Tucker and Cllr May.
- iv) TO NOTE THE COUNCILS ASSET REGISTER**  
Members noted the up to date Asset Register.

**CO/023/18 - 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 signed the policy.

**CO/024/18 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2018/19**

Members **RESOLVED** to approve the Timetable of Meetings for 2018/19 with the amendment for the ACM to be dated 2019/20.

**CO/025/18 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

Members **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31<sup>st</sup> March 2018.

**CO/026/18 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2018**

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31<sup>st</sup> March 2018.

**CO/027/18 – TO REVIEW MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS**

Members noted the Councils standing orders and reviewed their individual consideration to receive agenda's electronically and provided the required signature of acceptance.

**CO/028/18 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

Members noted the report of officer's decisions under delegated powers and background papers.

**CO/029/18 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/030/18 – TO NOTE THE RESPONSE TO THE LOCAL GOVERNMENT ETHICAL STANDARDS CONSULTATION.**

Members noted the response to the Local Government Ethical Standards Consultation.

**CO/031/18 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS: -**

- **Wyvern Community Transport**  
Members noted the minutes provided.
  
- **EALC Executive Committee**  
Members noted the minutes provided.

**CO/032/18 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Accounts **APPROVED** and cheques for No1 account 203133 to 203148 inclusive were signed.

**CO/033/18 – REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden advised that there is a current issue with horses being taken into the Tidal Pool which although there are no restrictions on horses using the beach this is a health hazard for the pool. CPBC are assisting the Community Warden with this issue.

**CO/034/18 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Palmer advised that part funding is being sought for the Thorney Bay area as part of the seafront regeneration. Cllr J. Anderson advised that the new Leader of Castle Point Borough Council, Cllr Norman Smith confirmed at its Annual meeting that he is committed to working with all community groups.

**CO/035/18 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that following a meeting of Full Council there had been new members appointed to cabinet positions. Cllr Blackwell confirmed that Deputy Leader Cllr Kevin Bentley had been appointed to take over the portfolio of infrastructure which included highways and confirmed that issues with highways will become more of a priority with fast tracking repairs and that Cllr Bentley wishes to work with Town/Parish Councils for potentially providing match funding.

Cllr May advised that he had put two motions to Full Council, the first to review the material used in pot holes and how the defects are assessed and the second to provide continued support for servicemen and women.

The meeting closed at 8.45 pm.

TOWN MAYOR

31<sup>st</sup> July 2018