

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 14<sup>TH</sup> OCTOBER 2024 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr P. May, Cllr S. Sayes, Cllr D. Anderson, Cllr A. Acott, Cllr J. Anderson, Cllr B. Botham, and Cllr S. Brooke.

**Also present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Deputy Clerk  
Mrs K. Bali – Community & Events Officer  
Mrs A. Wakenell – Community Warden

**CO/095/24 – APOLOGIES FOR ABSENCE**

Apologies of absence were accepted for Cllr P. Greig, Cllr S. Sach, Cllr E. Harvey and Cllr D. Blackwell. Members noted that Cllr Grieg was unable to attend meetings due to ill health and **RESOLVED** under the LGA 1972 sections 85(1) & (2) to approve a dispensation to allow a continuous absence until further notice.

**CO/096/24 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr J. Anderson, Cllr D. Anderson and Cllr May declared a non-pecuniary interest in item 11 & 17 on the agenda.

**CO/097/24 - 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**

No questions were received.

**CO/098/24 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 2<sup>ND</sup> SEPTEMBER AND 11<sup>TH</sup> SEPTEMBER 2024.**

Members **RESOLVED** that the minutes of the Council meetings held on the 2<sup>nd</sup> September and 11<sup>th</sup> September 2024 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/099/24 – TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.**

Members noted the activities since the last meeting such as attending the High Sheriff of Essex Chelmsford Cathedral service and the 90<sup>th</sup> Birthday celebrations at the CP Transports Museum. Activities booked and due to attend are the First Responders meet up at Kings Park, the Remembrance Day Service and the Heritage Centre fish and chip dinner.

**CO/100/24 – TO NOTE THE OFFICER DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING AND BACKGROUND PAPERS.**

Members noted the officer's decision to appoint Phuse Media to update the Councils website at a cost of £320.00 to be compliant with the WCAG Level 2.2AA effective from October 2024 and Silverway Electrical to replace the plastic electric box at Denham Road bridge due to vandalism at a cost of £248.85.

**CO/101/24 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report and updates provided by the Town Clerk.

**CO/102/24 – TO NOTE THE COSTS FOR NEW LAMP COLUMNS INFRASTRUCTURE FOR FESTIVE LIGHTING AND AGREE THE AMENDMENT TO THE CONTRACT WITH SPARK X TO COMMENCE ON THE 1ST NOVEMBER 2025 FOR A PERIOD OF 3 YEARS.**

Members noted that following the appointment of SparkX as the Town Council's new festive lighting contractor an audit was conducted on the 32 lamp columns that the Town Council utilise for festive lighting. The audit highlighted that there were issues with the festive lighting infrastructure inside the

columns which are no longer compliant with the current BS7671 regulations. A meeting was held with Cllr Sach, Leader of the Council and Cllr May, Town Mayor to discuss the options available and it was agreed to seek an independent audit of the columns to clarify the information provided regarding the compliance of the lamp columns. This was approved at a cost of £195.00 and Somerville Electrical was appointed. There was a delay with the annual testing of the lamp columns by ECC and the results were received on the 27<sup>th</sup> September 2024. Due to the need for new infrastructure and the delay in testing the columns it is not possible to install the new festive lighting scheme. Members reviewed the quotes to replace the infrastructure and to ensure that there is still a scheme in place for 2024 and **RESOLVED** to appoint SparkX to replace the infrastructure in 23 lamp columns in 2024 and install the Councils existing lighting scheme of motifs within the agreed 2024 budget.

Members **RESOLVED** to postpone the new contract for 1 year to enable the infrastructure to be replaced in 2024 and the new festive lighting scheme will commence on the 1<sup>st</sup> November 2025 for the 3 year term at the existing contract price of £8,795.00 with the addition of £1,050.00 per annum to replace the infrastructure in the remaining 9 columns over the 3 year term making the annual costs £9,845.00.

#### **CO/103/24 – TO CONSIDER AND AGREE PROPOSALS FOR THE SANTA’S GROTTO AT THE CHRISTMAS EVENT.**

Members noted that discussions with the Knightswick Centre have highlighted an issue with the proposed wooden cabin grotto as it will not fit through the centre doors. It was not anticipated that the grotto would arrive already set up as onsite setup was expected as in previous years. It has also been advised that the centre has ordered an attraction which will be placed outside of Savers, which will impact on the location of the grotto. It is also unclear whether the usual tree will be added this year. Members were asked to reconsider its original plan to locate the grotto in the Knightswick Centre and potentially place it outside. Members reviewed the options to provide an inflatable grotto within the centre or place the wooden grotto outside and **RESOLVED** that due to the uncertainty of the attractions within the centre and the limited time to secure the grotto, the wooden grotto should be placed outside within the agreed costs of the original package and the additional cost of £100 to hire barriers for crowd control. Members noted that further investigation would be required for lighting within the grotto which could also be an additional cost.

#### **CO/104/24 – TO NOTE AN UPDATE FROM THE STAKEHOLDER FORUM AND CONSIDER THE RECOMMENDATIONS MADE.**

Members noted an update from the stakeholder forum and those in attendance, Cllr S. Sach – Leader, CITC, Cllr S. Brooke – CITC, Cllr S. Sayes – CITC, Cllr M. Fuller – CPBC, Cllr D. Jones – CPBC, M. Outten – RSPB, A. Hutchings – CPBC, E. De Can – Town Clerk, CITC, A. Wakenell – Community Warden, CITC & R. Harris – MP. Apologies were provided by the EA and ECC. This meeting took place to discuss the issues experienced at Canvey Lake over the last couple of years, to review a plan to improve the lake and its environment and discuss the issues surrounding the complexities of the lake and act as an advisory group providing recommendations that the Town Council could consider for improving the quality of the facility for residents. It was noted that this forum has replaced the Common Liaison Committee although has no authorised spending power and can only make recommendations to the Town Council for consideration. The group discussed the issues experienced during the summer months, the purpose of the area, the requirements of the LNR to protect the reed bed and marsh land and agreed that the Town Council must agree its vision for the open space.

The following recommendations were made for the Town Council to consider:

- Prepare a vision and plan considering short term, medium, and long-term actions.
- The need for public consultation.
- Regular communications.
- Project Management – this needs to be consider first to enable preparing the plan and vision before all other steps.
- Review options for action in the winter months.

It was noted that CPBC offered to facilitate a workshop to assist with the development of the Councils vision for the lake.

Members **RESOLVED** to approve the recommendations provided by the stakeholder forum, to accept the offer from CPBC to facilitate a workshop, to investigate costs for project management and costs for barley straw, chalk and the removal of buddleia which can be conducted during the winter months.

Members suggested that local universities could be contacted to assist with project management and local celebrities used in the past could be contacted to help regarding wildlife advice.

**CO/105/24 – TO NOTE THE COMPLETION OF THE GUNNY LEASE AND THE APPROVAL OF URGENT DELEGATED POWERS FOR THE USE OF THE COUNCILS SEAL.**

Members noted the completion of the Gunny lease with effect from the 1<sup>st</sup> October 2024 and the report confirming that approval was provided by the Town Mayor and Deputy Town Mayor under Section 24 of the Council standing orders and **RESOLVED** to approve the use of the Councils seal under urgent delegated powers.

**CO/106/24 – TO CONSIDER AND AGREE THE QUOTES OBTAINED FOR THE GRASS CUTTING OF THE COUNCIL OWNED LAND AT THE REAR OF THE GUNNY.**

Member reviewed the quotes obtained and **RESOLVED** to appoint CB Landscapes at a cost of £500.00 per annum for 10 cuts between April – October with an additional 3 cuts during the summer on a rolling year contract.

**CO/107/24 – TO CONSIDER AND AGREE AMENDMENTS TO THE COUNCILS' STANDING ORDERS.**

Members considered the proposed amendments and **RESOLVED** to approve the amendments to standing orders No 18d (iii) & (v), 15xviii and 23.

**CO/108/24 – TO CONSIDER THE REPORT FROM THE EXTERNAL AUDITOR AND NON-COMPLETION OF THE AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2024.**

Members noted the report and non-completion of the audit by the external auditor and await the outcome relating to the 2023/24 year.

**CO/109/24 – TO NOTE THE REPORT PROVIDED FOLLOWING THE PROCUREMENT REVIEW AND APPROVE THE RECOMMENDATIONS FOR FUTURE IMPLEMENTATION FOLLOWING THE CHANGES TO THE PROCUREMENT ACT 2023 WHICH HAS BEEN DELAYED UNTIL THE 24TH FEBRUARY 2025.**

Members noted the report provided by LCC Consultancy and **RESOLVED** to approve the recommendations to draw up a new procurement policy following the changes to the Procurement Act 2023 in February 2025 and set up a tender evaluation panel.

**CO/110/24 – TO NOTE THE POTENTIAL ADDITIONAL COSTS OF THE ELECTRIC SUPPLY AT DENHAM ROAD.**

Members noted the potential additional costs within the electric contract.

**CO/111/24 – TO NOTE AN UPDATE ON THE BATTERY PROJECT FOR THE GUNNY SITE.**

Members noted the update on the battery project and that more capital is needed to get the project to a ready to build status which will take a further 6-12 months before this is known.

**CO/112/24 – TO CONSIDER AND AGREE THE PURCHASE OF A REPLACEMENT BODY CAMERA FOR THE COMMUNITY WARDEN AT A COST OF £82.98.**

Members considered the need for a replacement body camera for the Community Warden and **RESOLVED** to purchase the Rewire Security Body Camera at a cost of £82.98.

**CO/113/24 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**14<sup>th</sup> October 2024 NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Aspect Maintenance Ltd	BACS728	£7,055.08	Maintenance – Sept – Gunny grass cutting – Sept x2 cuts

