

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 17<sup>TH</sup> JANUARY 2022 AT 7.30PM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs J. Smith-Port – Deputy Clerk  
Mrs A. Wakenell - Community Warden

**CO/107/21 - APOLOGIES FOR ABSENCE**

All members were present.

**CO/108/21 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr Palmer, Cllr J. Anderson, Cllr May, and Cllr D. Anderson declared a non-pecuniary interest on item 19 of the agenda and Cllr J. Anderson and Cllr May declared a non-pecuniary interest on item 12 of the agenda.

**CO/109/21 - 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/110/21 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 29<sup>TH</sup> NOVEMBER 2021.**

Members **RESOLVED** that the minutes of the Council meeting held on the 29<sup>th</sup> November 2021 were confirmed as a true record of the proceedings and were signed by the Town Mayor.

**CO/111/21 - TO CONSIDER AND AGREEE THE RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE MEETING HELD ON THE 13<sup>TH</sup> DECEMBER 2021.**

Members noted the minutes of the Policy & Finance meeting held on the 13<sup>th</sup> December 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.

Upon reviewing the Community Engagement policy, it was suggested that open days could be arranged in the library for councillors to engage with the residents about issues and Town Council activities.

**CO/112/21 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

There were no decisions to be reported.

**CO/113/21 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report.

**CO/114/21 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2022/23**

Members discussed the budget reports provided and **RESOLVED** unanimously to no longer hold a Country Show and to use the budget set for a Queens Jubilee event for 2022 and to set a budget of £329,343 for 2022/23 and raise a precept of £263,337 with a 3.8% increase based on the Band D equivalent of £21.87. Members approved the draft press release.

**CO/115/21 - TO CONSIDER AND APPROVE THE UPDATED COUNCIL BUSINESS AND ACTION PLAN 2021/2025**

Members considered the proposed plan and **RESOLVED** unanimously to approve the 2021/2025 plan.

**CO/116/21 - TO REVIEW THE COUNCILS CALL OUT PROCEDURE.**

Members reviewed the councils current call out procedure and **RESOLVED** unanimously that no changes were required. Members **RESOLVED** unanimously that as there were no staff contracted to work weekends, costs should be investigated from organisations to cover any issues that cannot be dealt with during working hours and all relevant contact numbers are to be provided to the designated councillors for action at weekends.

**CO/117/21 – TO CONFIRM THE COUNCILS APPROVAL FOR THE PLANTING OF 40 ADDITIONAL TREES AT CANVEY LAKE UNDER THE ESSEX FOREST INITIATIVE SCHEME.**

Members noted the report provided by the Town Clerk and the site meeting on the 10<sup>th</sup> January 2022 to discuss locations and **RESOLVED** unanimously to approve the planting of the additional 40 trees with the 3 year maintenance required conducted by the councils current contractor at a cost of £1,140.00 per annum.

**CO/118/21 – TO CONSIDER AND AGREE THE GRANT APPLICATION RECEIVED FROM THE 2187 CANVEY ISLAND ATC SQUADRON.**

Members considered the grant application from the 2187 Canvey Island ATC Squadron for financial assistance towards the purchase of a purpose-built store and **RESOLVED** unanimously to award a grant of £489.00.

**CO/119/21 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

**17<sup>th</sup> January 2022 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Lennard Trophies	BACS308	£6.90	6" x 3" Memorial bench plaque
Aylesford Electrical	BACS309	£2179.20	Dismantle Christmas lighting scheme
CB Landscapes	BACS310	£475.00	WFM Annual tree maintenance - 2021
Woods Farm Limited	BACS311	£1380.00	27ft Norway Spruce + haulage
SFB Solutions	BACS312	£736.80	Annual maintenance Alarms / CCTV - 2022
Aspect Maintenance Ltd	BACS313	£4757.49	Maintenance - December
Office Needs	BACS314	£179.01	Stationary & stamps
Design4Print	BACS315	£78.00	9ft x 3ft Community Awards Banner
D. Trower	BACS316	£20.00	Window Cleaning – 21/12 & 11/01
Amec Plumbing	BACS317	£60.00	Clear blocked exterior drains
Mrs E De Can	BACS318	£39.98	2x Storage trunks & van parking
Castle Point Transport Museum	BACS319	£500.00	Grant – Tables for new café area
Canvey Community Archive	BACS320	£436.94	Grant – Display cabinet & table
UK Archive Ltd	BACS321	£29.40	7x Shredding confidential waste sacks
<b>TOTAL</b>		<b>£10,878.72</b>	

**CO/120/21 - TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:**

- **WYVERN COMMUNITY TRANSPORT – 6<sup>TH</sup> SEPTEMBER 2021, 29<sup>TH</sup> NOVEMBER 2021, AND 10<sup>TH</sup> DECEMBER 2021**

Members noted the reports.

**CO/121/21 – TO RECEIVE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the report provided by the Community Warden and discussed the issues with overflow pipes onto council land, the issues with bank erosion at Canvey Lake and the investigations with the HSE and additional signage needed.

**CO/122/21 – TO NOTE THE HEALTH & SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES**

Members noted the reports.

**CO/123/21 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

No reports were given.

**CO/124/21 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May confirmed that he had arranged a meeting with the Highways Inspector to go around the island to review various issues of highways matters.

Cllr Blackwell advised that ECC had committed to numerous works around the island and there are many roads that are under review or have had maintenance works completed or started. He also confirmed that he has reported a long list of old traffic signs that have been discarded around the island following highways works.

*In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Council **RESOLVED** that the public and press be excluded from the remainder of this meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted*

**CO/125/21 - TO CONSIDER THE PROPOSED BUSINESS PLAN FOR THE GUNNY PROJECT AND AGREE THE TRANSFER OF THE LAND TO THE TOWN COUNCIL**

Members consider the business plan submitted and **RESOLVED** to approve the land transfer subject to negotiated leases and accept option 2 of the plan to become a Local Trusted Organisation for the project and to lease the whole site to a charity. Members agreed that draft leases would be sent to all members for comments prior to final approval at a council meeting. Members requested that interested organisations should be invited to the next available meeting to inform the council of their plans and provide details of previous experience and project successes.

The meeting closed at 9.25pm.

TOWN MAYOR

28<sup>th</sup> February 2022