

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 22ND FEBRUARY 2021 AT 11.00AM**

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, and Cllr D. Anderson.

Present: Mrs E. De Can – Town Clerk
Mrs J. Smith-Port – Deputy Clerk
Mrs A. Wakenell – Community Warden
Mrs L. Gould – Community & Events Officer

CO/106/20 – APOLOGIES FOR ABSENCE.

Apologies were accepted for Cllr C.Sach and Cllr N.Harvey.

CO/107/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations of interest were received.

CO/108/20 - 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 public were present.

CO/109/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 11TH JANUARY 2021.

Members **RESOLVED** that the minutes of the Online Council meeting held on the 11th January 2021 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

CO/110/20 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 1ST FEBRUARY 2021.

Members noted the minutes of the Policy & Finance meeting held on the 1st February 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 available opportunity.

CO/111/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

Members noted the decisions under delegated powers.

CO/112/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the report. The Town Clerk provided an update on the funding information that had been requested and confirmed that the information of all funds available during COVID-19 had been sent to each member.

CO/113/20 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE MEMORIAL BENCH WORKING PARTY REGARDING THE FUTURE BENCH LIMITATIONS AND LOCATIONS.

Members noted the online meeting and site visit by the working group and unanimously **RESOLVED** to approve the limit of a further 8 memorial benches, the proposed location plan and investigate costs for 2 additional raised beds. Members **AGREED** unanimously that investigations should be made for the addition of a COVID-19 memorial to be included in the gardens with the potential of including a statue surrounded by raised beds to commemorate those that have lost their lives during the pandemic. It was noted that this should not be individually named. It was also **AGREED** that a press release should be issued as soon as possible to notify the community that this memorial will be considered.

CO/114/20 – TO CONSIDER AND AGREE THE SUGGESTED AMENDMENTS TO THE HERITAGE PLAQUE POLICY TO AGREE A SET-CRITERIA FOR ALL FUTURE SUGGESTED PLAQUES.

Members reviewed the draft amendments to the Heritage Plaque policy and unanimously **RESOLVED** to approve the amendments and set criteria for future plaque proposals.

CO/115/20 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE WORKING GROUP REGARDING THE CHANGES TO THE COMMUNITY AWARDS AND ARMED FORCES DAY FOR 2021.

Members noted that the Community Awards are normally held as part of the Annual Town Meeting, however, due to the current government restriction's, it is unknown whether the Annual Town Meeting will be permitted to go ahead within the statutory timeframe of the 1st March to 1st June. There is also a concern that many residents and staff may not have been vaccinated by the end of May. It was also noted that the Paddocks Community Centre will not be available as it is being utilised as a vaccination centre. Members reviewed the potential of changing the award categories to reflect the efforts of individuals and organisations during the unprecedented circumstances of 2020.

Members unanimously **RESOLVED** that due to the uncertainty of the Annual Town Meeting the awards for 2021 will be held at a separate event in September and as there will be many outstanding and significant contributions made to help residents during this time, the awards for 2021 will be changed to provide two awards in each category for Volunteer of the Year, Community/Charity of the Year and Best Business Contribution of the Year.

It was also recommended that as it is anticipated that there will be several worthy recipients, that special recognition awards should be purchased. Members unanimously **RESOLVED** to purchase special recognition Parker Pen gifts and voted 8 for and 1 against to purchase six only. Members unanimously **RESOLVED** that any budget that exceeds the £500 set for the Community Awards will be taken from the allowance of £1,900 which had been moved to the Community Engagement budget from the Wildlife Day.

ARMED FORCES DAY

Members considered the recommendations to change the Armed Forces Day event in 2021 and unanimously **RESOLVED** that as it is unlikely that the Paddocks will be available for use for this event and social distancing and local restrictions will most likely still be in place the parade and service will be cancelled for 2021 and the town centre and Town Council offices will be decorated in recognition of the Armed Forces Day on Saturday 26th June 2021 and investigate an event to celebrate VJ Day on the 2nd September 2021 with the use of the remaining budget allocated to the Armed Forces Day.

CO/116/20 – TO NOTE THE REPORT ON THE PROGRESS OF THE PURCHASE OF THE VW CADDY AND AGREE THE VIREMENT OF £330.00 FROM THE CANVEY LAKE GENERAL MAINTENANCE BUDGET.

Members noted the update provided and the completion of the vehicle purchase and unanimously **RESOLVED** to vire £330.00 to the Vehicle budget from the Canvey Lake General maintenance budget to cover the unexpected cost of the Multi Point Check.

CO/117/20 – TO AGREE THE CANCELLATION OF THE ANNUAL TOWN MEETING ON THE 15TH MARCH 2021 WHICH WILL BE REVIEWED AT A LATER DATE SUBJECT TO GOVERNMENT GUIDELINES.

Members unanimously **RESOLVED** to cancel the Annual Town Meeting on the 15th March 2021 and will review whether this can take place later subject to local restrictions and government guidance.

CO/118/20 – TO CONSIDER AND AGREE THE EXTENSION OF THE WILDFLOWER MEADOW CONTRACT WITH KJ GRAY THAT ENDS ON THE 18TH MARCH 2021 FOR A FURTHER 5 YEARS AT A COST OF £960.00 PER ANNUM.

Members noted the difficulty in sourcing a suitable local contractor to maintain the Wildflower Meadow and unanimously **RESOLVED** to award the extension of the contract to KJ Gray at a cost of £960.00 per annum for a further 5 years.

CO/119/20 – TO CONSIDER AND AGREE THE REQUIREMENTS FOR THE ALLOTMENTS:**TO NOTE THE AMENDMENTS TO THE ALLOTMENT MANAGEMENT AGREEMENT**

Members noted the amendments to the Allotment Management Agreement which had been provided to the Horticultural Society for signing.

TO NOTE AN UPDATE ON THE BRIDLEWAY GATE AND THE NUMBER OF TENANTS REQUIRING ACCESS.

Members noted that there had been 30 requests for access to the bridleway gate and that a combination lock is recommended to prevent the cost to the council in providing keys for access. There are still 20 tenants who have not yet confirmed. Members unanimously **RESOLVED** that a permanent sign should be added to the existing gate to advise that the gate must be kept locked at all times and that it was acceptable to provide access to all tenants that have requested access although it was noted that there were far more than felt necessary and that when the combination code was provided it should be made clear that all tenants who are provided access are responsible for keeping the gate locked at all times.

CO/120/20 – TO CONSIDER AND AGREE WRITING TO THE LOCAL MP TO LOBBY FOR AN EXTENSION TO THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 WHICH CEASE ON THE 7TH MAY 2021 WHICH ALLOWS LOCAL AUTHORITIES TO LAWFULLY CONDUCT VIRTUAL MEETINGS.

Members considered the request to lobby for an extension to the current legislation that allows the council to conduct meetings lawfully via virtual means and unanimously **RESOLVED** that the Town Clerk write to the local MP for assistance in this matter and to lobby government on behalf of the Town Council.

CO/121/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS

Members noted the payments previously agreed under delegated powers:

4th February 2021 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Carter Security Ltd	BACS149	3404327	£882.00	Annual maintenance & monitoring / Emergency light (Clerks)
Amex Plumbing & Heating	BACS150	3404421	£65.00	Reset PRC and move PRV pipework
Aspect Maintenance Ltd	BACS151	3404486	£4,711.50	Maintenance - January
Mrs Adele Wakenell	BACS152	3404529	£46.20	Refund for ADA subscription 2021
Wave (Anglian Water Business)	BACS153	3404588	£1,337.76	Water WS allotments – 05/07/20 to 05/01/2021
TOTAL			£7,042.46	

18th February 2021 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Beadles Volkswagon Chelmsford	BACS154	3566597	£6616.56	Purchase of VW Caddy – EX17 AED
PAYMENT RECALLED	BACS155		£0.00	Reference not used – incorrect payee
SLCC	BACS156	3566675	£108.00	Regional Training Seminar – EDC & JS
Pinnacle Group	BACS157	3566710	£288.00	Play unit repair
Stanley Marsh & Co. Ltd	BACS158	3566780	£219.38	No. 11 - Building Insurance 01/02/21 – 31/01/2022
Police & Crime Commissioner for Essex	BACS159	3566804	£34.74	Contribution to Community Special Constable 01/10/20 – 31/12/2020

Bond Fire Protection	BACS160	3566827	£67.50	Annual fire extinguisher maintenance 2021
J & M Payroll Services Ltd	BACS161	3566855	£36.00	Payroll processing – January 2021
Design 4 Print	BACS162	3566877	£946.80	2No. Tidal pool signs 1200x1000mm
Mrs E. De Can	BACS163	3566907	£52.65	Mileage claim (lock up & van transfer) - EDC
TOTAL			£8,765.63	

CO/122/20 – TO NOTE THE REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

Members noted the report provided by the Community Warden giving an update on Canvey Lake and the unauthorised removal of 3 large trees by UK Power Networks, the repairs to the play equipment, which was funded by Canvey Big Local, the Wildflower Meadow is still under water, the roses have been moved in the Memorial Gardens to make room for the benches and the new health & safety signs have been installed at the Tidal Pool.

CO/123/20 – TO NOTE THE HEALTH & SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES

Members noted the Health and Safety reports provided.

CO/124/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr J. Anderson advised that working group meetings had been held in relation to the Paddocks and the Town Centre. Members asked whether CPBC had been informed of the way marker signs and the Town Clerk confirmed that the design of the signs had been given to officers as match funded had been requested and refused at this time and the designs and contractors details of the existing planters had also been provided as requested at the last meeting.

CO/125/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell and Cllr May provided updates on the potholes which had appeared following the bad weather. It was also reported that they have both been given a further £2,000 winter grant by ECC to donate to a local organisation for assistance with food banks and this has been provided to Yellow Door.

Cllr May confirmed that £10,000 funding previously allocated had been split with £2,000 to CISCA House and £8,000 to Canvey Youth Project to assist in providing an outreach vehicle. Cllr May also confirmed that ECC will be planting 10,000 trees on Canvey Island by November 2021.

The meeting closed at 12.45pm.

TOWN MAYOR

29th March 2021