

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 23<sup>RD</sup> OCTOBER 2023 AT 7.30PM**

**PRESENT:**

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

**Also present:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden  
Mrs K. Bali – Community & Events Officer  
1 member of the public.

**CO/079/23 - APOLOGIES FOR ABSENCE**

All members were present.

**CO/080/23 - 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 20 on the agenda.

**CO/081/23 - 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**

The member of public present advised that he was in attendance regarding the jetty at Canvey Lake and asked what the problem was with the jetty. The Town Mayor confirmed that this will be explained and discussed under item 8 on the agenda.

**CO/082/23 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 4<sup>TH</sup> SEPTEMBER 2023.**

Members **RESOLVED** that the minutes of the Council meeting held on the 4<sup>th</sup> September 2023 be confirmed as a true record of the proceedings and signed by the Town Mayor.

**CO/083/23 – 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 CITC Community Day, the Bay Museum Militaria Exhibition, the Transport Museum Heritage open day, the launch of the Stuff on the Bus, judging the CITC Scarecrow competition and attending the RBL anniversary event.

**CO/084/23 – TO NOTE THERE HAVE BEEN NO OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.**

Noted.

**CO/085/23 – TO RECEIVE A VERBAL REPORT ON THE CLERKS PROGRESS OF ONGOING PROJECTS AND NOT ON THE AGENDA.**

Members noted the report on items progressed and completed.

**CO/086/23 - TO CONSIDER A REPORT REGARDING THE JETTY AT CANVEY LAKE AND THE HEALTH AND SAFETY CONCERNS RAISED.**

Members noted that following a recent inspection, concerns were raised in relation to the stability of the jetty at Canvey Lake. The jetty has become considerably rotten, many of the supporting struts have become loose and the bank under the jetty continues to erode affecting the step onto the structure. It was noted that the Council can repair the structure to mitigate the immediate health and safety concerns, however, due to the continued rotting of the structure underneath and within the water there will be the need to consider either a complete replacement or removal which can be reviewed when funding

applications are made for remedial works to the lake. Members consider the options proposed and **RESOLVED** to appoint Aspect Maintenance Ltd to repair the jetty at a cost of £1,007.00 and to monitor and review the structure over the next year.

**CO/087/23 – TO CONSIDER AN APPEAL REGARDING A NOTICE TO QUIT FOR PLOT 25A AT WATERSIDE ALLOTMENTS.**

Members noted a report provided detailing the reasons for the Notice to Quit and a meeting with the tenants, the Town Mayor and Town Clerk on the 18<sup>th</sup> October 2023 to discuss the tenants concerns and appeal. It has been recommended and agreed by the tenants to return the 2023 rent of £32.50 as compensation for any lost crops and the tenant will be permitted to be placed back onto the waiting list and given 1<sup>st</sup> refusal when plot 25a becomes available. Members **RESOLVED** to confirm the Notice to Quit and approve the recommendations.

**CO/088/23 - TO NOTE THE TREE AUDIT FOR THE COUNCIL’S OPEN SPACES CONDUCTED ON THE 5<sup>TH</sup> SEPTEMBER 2023.**

Members noted the report. The Community Warden confirmed that the tree’s noted for replacement are the new tree’s at Canvey Lake that have been damaged by vandals and all other works are underway.

**CO/089/23 - TO CONSIDER AND AGREE THE APPOINTMENT OF A DEPUTY LEADER**

Member were asked to consider the appointment of a Deputy Leader to provide support for the current Leader and to help support the office and Town Clerk regarding forward planning and matters of policy or strategic direction.

Members discussed the request and **RESOLVED** to appoint a Deputy Leader. Cllr Brooke nominated Cllr Sach as Deputy Leader for the remainder of the 2023/24 Council year. The nomination was seconded by Cllr Sayes. There were no other nominations therefore Cllr Sach was appointed Deputy Leader of the Council.

**CO/090/23 - TO CONSIDER AND AGREE THE NEW DRAFT FORMAT FOR THE NEWSLETTER.**

Members noted the draft newsletter format and **RESOLVED** to approve the recommendation for change and the new format submitted.

**CO/091/23 - TO RECEIVE A VERBAL REPORT FROM THE COMMUNITY & EVENTS OFFICER ON THE PROGRESS OF THE CHRISTMAS EVENT.**

Members noted the progress of the event and the booking of the ice rink, Santa’s Grotto with gifts sponsored by Stibbards, a Snow Globe, an Owl Display, face painting, a Treasure Hunt around the shops for a chance to win prizes, up to 35 stalls confirmed and the tree has been ordered and will be sponsored.

Cllr Blackwell advised that he had spoken to the library, and they have confirmed that they will provide hot chocolate outside the library for the tree switch-on. The Community & Events Officer advised that she would speak to the library as there are food and drink stalls booked that will be providing hot chocolate in this location which could cause a conflict.

**CO/092/23 - TO CONSIDER AND AGREE AMENDMENTS TO STANDING ORDERS**

Members considered the draft amendments to Standing Order 3 and **RESOLVED** to approve the amendments to the procedure for public participation to mirror those of the Borough Council.

**CO/093/23 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Members noted the payments made on the 11<sup>th</sup> September 2023, 3<sup>rd</sup> October 2023 and to be agreed the 23<sup>rd</sup> October 2023.

**11<sup>th</sup> September 2023 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
UK Power Networks (Operations) Ltd	BACS581	£2,124.43	Electric Connection – Denham Road
<b>TOTAL</b>		<b>£2,124.43</b>	

**3<sup>rd</sup> October 2023 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
Stanley Marsh & Co	BACS583	£2,500.00	No 11 Rent – Sept 23-Dec 23
<b>TOTAL</b>		<b>£2,500.00</b>	

**23<sup>rd</sup> October 2023 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Amount</b>	<b>Description</b>
CB Landscapes	BACS584	£620.00	Wildflower Meadow – Maintenance of 47 trees
Top of the Mops Essex Ltd	BACS585	£96.00	Cleaning 21/9, 05/10 & 19/10
Aspect Maintenance Ltd	BACS586	£4,757.49	Maintenance - Sept
D Trower	BACS587	£20.00	Window Cleaning 29/8 & 04/10
Anderson Wholesale	BACS588	£720.00	Santa's Grotto Gifts
Monster Inflatable Limited	BACS589	£70.00	Deposit for Santa's Grotto & Snow Globe
Canvey Island Wildlife Conservation Group	BACS590	£500.00	Annual donation for Don Downes Reserve
Underhill Tree Consultation	BACS591	£1,326.00	Annual Tree Audit & replacement tree tags
DC Pat Testing	BACS592	£90.00	Annual Office Pat Testing
Terra Firma 360 Ltd	BACS593	£240.00	Office Fire Risk Assessment
Michael Gray	BACS594	£1,080.00	Wildflower Meadow cut/bale
Royal British Legion	BACS595	£25.00	Poppy Wreath
Office Needs	BACS596	£55.18	Copier Paper
D4 Media	BACS597	£336.53	Xmas Banners x 6
Essex Pension Fund	BACS598	£2,382.13	Pension Payments - Oct
The Bungalow Nursery Limited	BACS599	£232.80	Covid Memorial Garden – Winter Plants
<b>TOTAL</b>		<b>£12,551.13</b>	

**CO/094/23 – TO NOTE A REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

Members noted the report. The Community Warden confirmed that the original bollard along Lakeside path will be replaced in its original location, the bin locations are being reviewed around the lake open space due to replacements needed, the netting on the band stand has been destroyed by vandals and needs replacing, a tree has been stolen from the picnic area by Tewkes Creek, the winter plants have been purchased for the Covid Memorial Garden and the groundwork for the electric points is being started at Denham Road on Wednesday 25.10.23.

Cllr Sayes asked whether the lines along Lakeside Path could be re-painted as this is a health & safety issue for pedestrians as it is unclear which side of the pavement bikes and pedestrians should be using. The Community Warden confirmed that she had been attempting to get this completed by ECC for some years along with Cllr May but unfortunately it is not a priority for ECC.

**CO/095/23 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.**

Members noted the reports.

**CO/096/23 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that work on the Paddocks, Knightswick Centre and the Bay Pavilion should be starting in January 2024 and the Fireworks display is returning to Waterside in November.

**CO/097/23 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr May confirmed that he had been out with the Highways Officer looking at 17 different areas to review issues and from his ECC funding he has given £1,000 to waterside sports centre for families in need, £1,000 to a swimming club for the purchase of equipment, £1,000 to CISCA House and £2,000 to the PCN.

Cllr Blackwell reminded members that Essex Way will be shut the weekend of the 27<sup>th</sup> October for the whole weekend, Peabody are now back in the library and he has information which will be provided to the Town Clerk regarding ECC local nature partnership which could assist with funding avenues.

Cllr Botham asked whether a zebra crossing could be considered along Canvey Road and by Lidl now that the Care Home is being developed. Cllr Blackwell advised that this is unlikely.

*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/098/23 - TO CONSIDER AND AGREE THE DRAFT LEASE FOR THE GUNNY SITE, THE MOU WITH SEFG AND POTENTIAL ADDITIONAL LEASE FOR BATTERY INSTALLATION.**

Members considered the draft lease for the Gunny Site and **RESOLVED** to approve the lease on a 25-year term with a 10-year break clause.

Members noted the information provided detailing the proposed battery installation, reasons given for the requirement of these batteries and the request to sign a MOU with SEFG and **RESOLVED** to approve the signing of the MOU to enable the battery project to proceed and delegated the power to the Town Clerk to sign the document on behalf of the Council. Members also **RESOLVED** to approve the preparation of a lease with SEFG for the piece of land where the batteries will be located which will be removed from the Trust Links lease. Members noted that there will be a delay with both leases due to delays with the land registry and the requirement to prepare changes to the existing land registry maps.

The meeting closed at 9.25pm.

TOWN MAYOR

4<sup>th</sup> December 2023