

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 11TH JANUARY 2021 AT 11.00AM**

PRESENT:

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

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

CO/088/20 – APOLOGIES FOR ABSENCE.

Apologies were accepted for Cllr P. May and Cllr C. Sach.

CO/089/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations of interest were received.

CO/090/20 - 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 the public were present.

CO/091/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 30TH NOVEMBER 2020.

Members **RESOLVED** that the minutes of the Online Council meeting held on the 30th November 2020 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

CO/092/20 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 28TH SEPTEMBER 2020.

Members noted the minutes of the Policy & Finance meeting held on the 28th September 2020 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/093/20 – TO NOTE THE MINUTES FROM THE PERSONNEL COMMITTEE MEETING HELD ON THE 1ST DECEMBER 2020.

Members noted the minutes of the Personnel Committee meeting held on the 1st December 2020.

CO/094/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

There were none.

CO/095/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the report.

CO/096/20 – TO CONSIDER AND AGREE THE QUOTES FOR THE RENEWAL OF THE COUNCILS LEASED VEHICLE

Members considered the options available and **RESOLVED** unanimously to purchase the existing vehicle at a cost of £5,513.80 ex VAT.

CO/097/20 – TO CONSIDER AND AGREE THE BUDGET AND PRECEPT FOR 2021/22.

Members discussed the budget reports provided and **RESOLVED** unanimously to set a budget of £382,353 for 2021/22 and raise a precept of £251,920 with a 0% increase in the precept based on the Band D equivalent of £21.06. Members **RESOLVED** to vire funds from the Lake General Maintenance

budget to cover the cost of purchasing the vehicle. Members requested that the Town Clerk write to the EALC to enquire whether funding is available to Town Councils from the impact of the COVID-19 virus and whether any other councils have had assistance from the District Councils where funding seems to be in abundance.

CO/098/20 – TO CONSIDER AND AGREE THE COSTS PROVIDED FOR THE PURCHASE AND INSTALLATION OF THE WAY MARKER SIGNS IN THE TOWN CENTRE AND HOW THE COUNCIL WISH TO PROCEED

Members considered the quotes obtained for the purchase and installation of the way marker signs. Although there had been a limited number of contractors willing to quote for the installation of the signs members unanimously **RESOLVED** to purchase the agreed signage from Sign of the Times at a cost of £2,816.12 and appoint MJ Norris & Sons to install the signage at a cost of £2,360.00.

CO/099/20 – TO REVIEW THE COUNCILS BUSINESS CONTINUITY PLAN IN RELATION TO THE CURRENT GOVERNMENT GUIDANCE

Members reviewed the updated Business Continuity Plan and unanimously **RESOLVED** to implement the recommendations made. Members **AGREED** that due to the type of planning applications coming forward comments should continue to be considered by committee via email unless a major or contentious application arises, and this will be considered via zoom allowing the public to participate.

Members considered the events for 2021 and **RESOLVED** that the Wildlife Day will be postponed until 2022 when a country style event can be considered and organised effectively. Members **AGREED** a working group of Cllrs Acott, Cllr Palmer, Cllr Blackwell, Cllr Greig, Cllr S. Sach, Cllr J. Anderson and Cllr D. Anderson to discuss the Community Awards and Armed Forces Day with the intention of continuing these events if possible.

CO/100/20 – TO CONSIDER AND AGREE A REPRESENTATIVE FOR THE CANVEY BIG LOCAL STEERING GROUP IN RELATION TO THE GUNNY DEVELOPMENT.

Members considered the request and unanimously **RESOLVED** to appoint Cllr Blackwell and the Town Clerk.

CO/101/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS

Members noted the payments previously agreed under delegated powers:

2nd December 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Design 4 Print	BACS126	2465886	£350.17	Play area COVID sign / Christmas cards
C Black – CB Landscapes	BACS27	2465937	£360.00	Collect trees from Nursery. Remove dead trees & plant new at Wildflower Meadow. Plant 15x Saplings – Tewkes Creek
Slatfords Nursery	BACS128	2466026	£1,000.00	2x 20ft Christmas trees
Wave (Anglian Water)	BACS129	2466126	£223.27	Water SG – 21/05 to 21/11
Aspect Maintenance	BACS130	2466181	£4,711.50	Maintenance - November
NALC	BACS131	2475649	£60.00	Registration fee – Gold status
Office Needs	BACS132	2475686	£96.50	Stationary & stamps
TOTAL			£6,801.50	

16th December 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS133	2691436	£9,597.46	Payroll Transfer

TOTAL			£9,597.46	

21st December 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
D. Trower	BACS134	2768317	£20.00	Window cleaning 20/10 & 16/12
Speedy Asset Services	BACS135	2768420	£130.32	Barrier hire & delivery
J & M Payroll	BACS136	2768475	£36.00	Payroll processing - November
Viking Payments	BACS137	2768537	£155.94	Shortbread biscuits for Christmas care packages
CB Landscapes – C Black	BACS138	2768644	£475.00	Annual maintenance – Wildflower Meadow
Tindle Newspapers Essex & Kent Ltd	BACS139	2768773	£960.00	December wrap – Canvey & Benfleet Times
Aylesford Electrical Contractors Ltd	BACS140	2768835	£2,188.50	Festive lights - removal
Anglian Water Business	BACS141	2768894	£191.71	Water & sewage – No. 11 & No. 13
Stanley Marsh & Co. Ltd	BACS142	2768987	£2,500.00	No 11 rent – 26/12/20 to 24/03/21
TOTAL			£6,657.47	

CO/102/20 – 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 the lake, playground, memorial gardens, and tidal pool. It was confirmed that the signs at the tidal pool require replacing and costs are being obtained as well as some of the joints.

CO/103/20 – 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/104/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that there had been quite a few complaints made relating to the new payment system in the Knightswick Centre car park. Many of these are from disabled badge holders receiving fines. CPBC claim that this is now managed by the management company, however, Cllr Blackwell advised that it is the landowner's responsibility which is CPBC.

Cllr J. Anderson raised a concern that the Town Centre regeneration group meeting had been cancelled and will be re-scheduled for next month. Concerns were raised by all members that the town centre is suffering from the closure of many shops and requested that the members of the Town Centre regeneration group push this issue forward at its next meeting.

Cllr Palmer advised that the re-development work had started on the Labworth car park.

CO/105/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell provided an update on potholes and street lighting.

The meeting closed at 12.35pm.

TOWN MAYOR

22nd February 2021