

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 19<sup>TH</sup> OCTOBER 2020 AT 11.00AM**

**PRESENT:**

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

**Present:** Mrs E. De Can – Town Clerk  
Mrs L. Gould – Community & Events Officer  
Mrs A. Wakenell – Community Warden  
4 members of the public

**CO/047/20 – APOLOGIES FOR ABSENCE.**

Apologies were accepted for Cllr N. Harvey.

**CO/048/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Cllr C. Sach declared a non-pecuniary interest in item 7 & 8 on the agenda.

**CO/049/20 - 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 wished to speak.

**CO/050/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 7<sup>TH</sup> SEPTEMBER 2020.**

Members **RESOLVED** that the minutes of the Online Council meeting held on the 7<sup>th</sup> September 2020 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

Updates were provided regarding the contact of the church for the Wildflower trees and the allotment gate which will be brought back to the next available meeting.

**CO/051/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

Members noted the officer's decisions under delegated powers.

**CO/052/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA**

Confirmation was given that no definite answer had been received regarding potential match funding for the Way Marker signs and that this would not prevent the progression of this project. Costs would be put forward to the next available meeting once permission had been granted by ECC. Cllr Blackwell confirmed that he would chase ECC as the 6 weeks timeframe had now passed.

**CO/053/20 – TO RECEIVE PRESENTATIONS FROM CANDIDATES FOR CO-OPTION FOR A PERIOD NOT EXCEEDING 5 MINUTES EACH**

Presentations were received from four of the five candidates on their application for co-option. One candidate withdrew his application at this point to allow other candidates the opportunity as he was already a Borough Councillor. The fifth candidate provided apologies due to no internet or computer facilities to join the online meeting.

**CO/054/20 – TO CO-OPT A CANDIDATE AS TOWN COUNCILLOR FOR CANVEY ISLAND SOUTH WARD**

Members were asked to consider a candidate to co-opt onto the Town Council as Town Councillor for Canvey Island South Ward from the applications received. Members **RESOLVED** to suspend Standing Order No.8 to conduct the vote for co-option by signed ballot as there were five candidates. All members

named their 1<sup>st</sup> choice candidate and Mr Steve Sach received the majority vote. The Council **RESOLVED** to co-opt the successful candidate Mr Steve Sach as Town Councillor for the Canvey Island South Ward.

The candidates had been provided with the Declaration of Acceptance of Office document in the post prior to the meeting and Mr Sach signed the document which was witnessed by the Town Clerk and Proper Officer and all members present.

**CO/055/20 – TO NOTE THE EXPIRATION OF THE 3YEAR MAINTENANCE PROGRAM FOR THE TREES AT THE TEWKES CREEK PICNIC AREA IN DECEMBER 2020 AT A COST OF £125.00 PER ANNUM.**

Members noted the expiration of the 3year maintenance program.

**CO/056/20 – TO CONSIDER AND REVIEW A RESPONSE TO THE PLANNING WHITE PAPER CONSULTATION**

Members **RESOLVED** unanimously to not respond to the Planning for the Future consultation.

**CO/057/20 – TO NOTE THE RESPONSE FROM CPBC IN RELATION TO THE PUBLIC CALL BOXES CONSULTATION**

Members noted the response and **RESOLVED** unanimously to object to the removal of the Long Road Call Box.

**CO/058/20 – TO CONSIDER THE REQUEST FROM A RESIDENT FOR A BENCH IN THE MEMORIAL GARDENS AND THE PROPOSED LOCATION**

Members considered the request and **RESOLVED** unanimously to the installation of the bench and the proposed location.

**CO/059/20 – TO NOTE THE REPORT REGARDING THE VANDALISM OF THE CCTV AT THE MEMORIAL GARDENS AND TO CONSIDER WHETHER TO REPAIR THE CCTV OR DE-COMMISSION ITS USAGE**

Members considered the report provided and **RESOLVED** unanimously to de-commission the usage of the CCTV at this location at a cost of £170.00 ex vat.

**CO/060/20 – TO CONSIDER AND AGREE APPLYING FOR QUALITY GOLD STATUS AT A COST OF £250.00**

Members reviewed the Clerks report and **RESOLVED** unanimously to apply for Quality Gold Status at a cost of £250.00 for registration and accreditation.

**CO/061/20 – TO CONSIDER AND AGREE THE CREATION AND DISTRIBUTION OF CARE PACKAGES FOR RESIDENTS DURING THE CHRISTMAS PERIOD**

Members considered the report regarding the provision of care packages and **RESOLVED** unanimously that this was an excellent project to support the isolated and eldery residents in the community and agreed a budget of up to £2,000 to be taken from the Christmas Event budget and the approval of requesting match funding from ECC if further funds were required.

**CO/062/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS**

Members noted the payments previously agreed under delegated powers:

**15<sup>th</sup> September 2020 — NO 1 ACCOUNT**

<b>Company</b>	<b>Reference</b>	<b>Transaction</b>	<b>Amount</b>	<b>Description</b>
Aylesford Electrical	BACS081	62717218	£1170.00	3x New motifs & 6x brackets
D. Trower	BACS082	62717276	£20.00	Window cleaning 11/08 & 01/09
Tindle Newspapers Essex & Kent	BACS083	62717289	£960.00	Aug wrap – Canvey & Benfleet times
K. Reader – Dream Clean	BACS084	62717304	£70.00	Office cleaning – 05/08 & 19/08

Design 4 Print	BACS085	62717320	£18.00	A4 No Entry sticker
Aspect Maintenance	BACS086	62717328	£4711.50	Maintenance - August
J & M Payroll	BACS087	62717336	£36.00	Payroll processing - August
PKF Littlejohn LLP	BACS088	62717344	£720.00	External Audit YE 31/03/2020
Benfleet Glass Co. Ltd	BACS089	62717359	£192.00	Geo wire glass – Clerks Office
Phuse Media	BACS090	62717363	£900.00	Website Development - balance
MJM Software Limited	BACS091	62717434	£369.98	Installation & set-up 4x PC & 2x webcams
A Wakenell	BACS092	62717456	£34.74	Travel Van Service - AW
Stanley Marsh & Co Ltd	BACS093	62717493	£2500.00	No 11 rent – 28/09 to 24/12
<b>TOTAL</b>			<b>£11,702.22</b>	

**15<sup>th</sup> September 2020 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS094	62713795	£11,080.25	Payroll Transfer
<b>TOTAL</b>			<b>£11,080.25</b>	

**30<sup>th</sup> September 2020 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
Secure-a-Field	BACS095	1500983	£815.65	Bridle path gate
Design4Print	BACS096	1501021	£462.00	8x Bandstand graphics & installation
DC PAT Testing	BACS097	1501097	£90.00	Annual PAT testing
KJ Gray	BACS098	1501132	£1152.00	Cut & baling Wildflower meadow
CB Landscapes –C Black	BACS099	1501470	£300.00	6x Cuts around trees @ Wildflower meadow
SLCC Enterprises Ltd	BACS100	1501674	£84.00	Creating Accessible Excel Documents – EDC/LG
K. Reader – Dream Clean	BACS101	1501470	£70.00	Office cleaning – 02/09 & 16/09
Viking Office Supplies	BACS102	1508970	£38.61	Monitor riser & PC wipes
<b>TOTAL</b>			<b>£3,012.26</b>	

**13<sup>th</sup> October 2020 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS103	1694770	£9,597.46	Payroll Transfer
<b>TOTAL</b>			<b>£9,597.46</b>	

**CO/063/20 – TO NOTE THE REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden confirmed that although the lake had experienced recent flooding, the pumps had been activated and had reduced the water levels. Some play equipment had suffered vandalism and costs were being reviewed. The new sign at the Band Stand had now been completed. The Wildflower Meadow was awaiting re-seeding. 4 joints at the Tidal Pool required repair and the free tree provided by the Tree Charter located at the Tewkes Creek picnic area had not survived, however, the council's contractor had replaced this free of charge.

**CO/064/20 – 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/065/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

No updates were provided.

**CO/066/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell confirmed that a list of 150 potholes had been reported to ECC and that he had reported the Covid-19 Tier 2 update on social media.

Cllr May confirmed that his meeting regarding Roscommon Way had taken place and is ongoing and he was discussing with the Head of Environment 2 pilot schemes for tree planting.

*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/067/20 – TO CONSIDER AND AGREE CONFIDENTIAL MATTERS**

Members considered the confidential matter submitted and **RESOLVED** unanimously to accept the offer made.

The meeting closed at 12.55pm.

TOWN MAYOR

30<sup>th</sup> November 2020