

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 30TH NOVEMBER 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 C Sach and Cllr S. Sach. Cllr J. Anderson and Cllr D. Anderson arrived at 11.10am.

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

CO/068/20 – APOLOGIES FOR ABSENCE.

Apologies were accepted for Cllr N. Harvey.

CO/069/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr P. May, Cllr B. Palmer, Cllr D. Anderson, and Cllr J. Anderson declared a non-pecuniary interest in Item 10 on the agenda.

CO/070/20 - 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/071/20 – TO RECEIVE A SHORT PRESENTATION FROM JAN STOBART REGARDING THE GUNNY SITE PROPOSAL FROM THE CANVEY ISLAND BIG LOCAL

Jan Stobart, Big Local Rep advised the council that she has been appointed to support the Big Local partnership in their plans. The group have engaged with an architect and have provided outline plans and have estimated costs for the project. It can be noted that the Big Local can cover the initial costs of the development. The Big Local partnership finishes in 2026. CPBC have given no firm indication as to how they can support this project but from an Asset Management meeting held on the 24th November 2020 have confirmed that they would be open to transferring the land and ownership to the Town Council. Jan advised that she is unable to provide any detailed costs at this time until the plans have been finalised. Planning permission and a public consultation is still required. Jan advised that it would be useful to know of any conditions that the Town Council may have to proceed with its involvement. Questions were raised regarding the wetlands area and why the charities involved could not take over the project. It was confirmed that there used to be a lake at the area and CPBC will only transfer land to a corporated organisation or another local authority.

CO/072/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 19TH OCTOBER 2020.

Members **RESOLVED** that the minutes of the Online Council meeting held on the 19th October 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/073/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

Members noted the officer's decisions under delegated powers.

CO/074/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

Members noted the report.

CO/075/20 – TO CONSIDER A REQUEST FROM A RESIDENT FOR A BENCH IN THE MEMORIAL GARDENS AND THE PROPOSED LOCATION. TO SET UP A WORKING GROUP TO REVIEW THE LOCATIONS AND NUMBER OF FUTURE BENCHES PERMITTED.

Members considered the request and **RESOLVED** unanimously to the installation of the bench and the proposed location. Members noted that there were currently approximately 28 benches at this location and agreed that there needed to be a limit on the number of benches permitted at this site. Members **RESOLVED** that Cllr E. Harvey, Cllr D. Anderson, Cllr J. Anderson, and Cllr A. Acott be appointed to the working group to review the number of benches permitted for future requests.

CO/076/20 – TO CONSIDER THE DRAFT BUDGET FOR APPROVAL AT THE NEXT AVAILABLE COUNCIL MEETING

Members reviewed the draft budget and noted that there were decisions required regarding the special constable scheme and the council vehicle which lease comes to an end in March 2021. Members noted that details of the options for the council vehicle will be submitted at the final budget discussions in January. Members **RESOLVED** unanimously that funding should be continued for the provision of five special constables and agreed the draft budget for final approval at the January council meeting.

CO/077/20 – TO CONSIDER AND AGREE IN PRINCIPLE TO TAKE OVER THE OWNERSHIP AND MANAGEMENT OF THE GUNNY SITE INDICATIVE PROPOSAL

Cllr Palmer, Cllr May, Cllr D. Anderson, and Cllr J. Anderson were all placed in the waiting room as per the councils standing orders regarding holding a significant interest. Members reviewed the proposal made and due to the unknown financial impact to the council **RESOLVED** in principle to consider its involvement in these plans once more detailed costings are available and a public consultation has taken place. Members raised concerns regarding the unknown ongoing costs to the council, the resource to manage such a site, the security of the site, the potential of vandalism to equipment and whether there will be funds available from the Big Local to assist with any potential maintenance requirements.

CO/078/20 – TO REVIEW THE INFORMATION PROVIDED REGARDING THE BRIDLEWAY AND THE INSTALLATION OF THE BRIDLEWAY GATE AT WINTER GARDENS ALLOTMENTS AND CONSIDER AND AGREE HOW THE COUNCIL WISH TO PROCEED.

Members reviewed the information provided and the complaints received from tenants and **RESOLVED** unanimously to investigate and allow access to those tenants that use this site to access their allotments. Members agreed that a request for access form should be sent to these tenants and access will only be permitted to the tenants who have completed the request form and confirmed agreement to its terms and conditions. Members **AGREED** that a deposit will be required should a key be provided.

CO/079/20 – TO CONSIDER APPOINTING CLLR S. SACH TO THE PLANNING COMMITTEE TO REPLACE THE VACANT SEAT.

Cllr Blackwell proposed appointing Cllr S. Sach to the planning committee which was seconded by Cllr Palmer. Members unanimously **RESOLVED** to appoint Cllr S. Sach to the planning committee.

CO/080/20 – TO CONSIDER THE LOCAL COUNCIL AWARD SCHEME AND CONFIRM THAT THE COUNCIL CONFORMS TO THE REQUIREMENTS FOR THE GOLD STATUS LEVEL INCLUSIVE OF PREPARED STATEMENTS.

The Town Clerk provided members with the completed documentation to consider the Foundation, Quality and Gold Standard level of the Local Council Award Scheme and that confirmation is required that the Council conforms to the requirements for the Foundation, Quality and Gold Standard. Members reviewed the documentation provided and **RESOLVED** unanimously that the Council conforms to the requirements for Foundation, Quality and Gold Standard level and confirms that the following documentation; items 1-15 for Foundation Standard level, 24-33 for Quality Standard level and 42-47 for Gold Standard level have been achieved and are on the Town Council's website.

CO/081/20 – TO CONSIDER AND AGREE WITHDRAWING THE INVESTMENT OF THE NATIONWIDE FIXED BOND OF £24,953.76 @ 0.3% INTEREST WHICH REQUIRES RE-INVESTMENT ON THE 24TH DECEMBER 2020.

Members **RESOLVED** unanimously to no longer re-invest the £24,953.76 Nationwide Fixed Bond account and to withdraw the funds to go back into that council's reserves.

CO/082/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS

Members noted the payments previously agreed under delegated powers:

3rd November 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Benfleet Glass Co. Limited	BACS104	2021549	£192.00	Glass repair – Clerks office
Palm Fencing Limited	BACS105	2026949	£816.00	Knee rail fencing & gate installation.
K. Reader – Dream Clean	BACS106	2021756	£105.00	Office cleaning – 30/09, 14/10 & 28/10
UK Archive Ltd	BACS107	2021800	£16.80	Shredding x 4 sacks
J & M Payroll Services Ltd	BACS108	2021877	£36.00	Payroll Processing - September
D. Trower	BACS109	2021964	£20.00	Window cleaning – 15/09 & 06/10
All Security Solutions Ltd.	BACS110	2021933	£592.80	Maintenance Oct 19 – Oct 20 & de-commissioning
Aspect Maintenance Ltd	BACS111	2022026	£10,287.00	Maintenance Sept & Oct + additional lake work
Viking office Supplies	BACS112	2022088	£95.56	Stationary & stamps
Hometech Centre	BACS113	2026949	£100.00	Configure RDP for remote access
Mr. R. Dolphin	BACS114	2022253	£726.00	Car park – 01/12/20 to 31/05/21
EALC	BACS115	2022319	108.00	Allotment courses - JS
TOTAL			£13,095.16	

3rd November 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
Jim Dellow	Recurring	1320545	£1,040.00	No. 13 rent - November
TOTAL			£1,040.00,	

18th November 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
RBL Poppy Appeal	BACS117	2232396	£38.00	Remembrance Wreaths 2019 & 2020
Count Up Limited	BACS118	2232422	£23.28	3x Photo ID cards
Mr C Lawman – Grenville Nurseries	BACS119	2232466	£618.48	6x Betula utilis Jaquemontii for Wildflower Meadow
Aylesford Electrical Contractors Ltd	BACS120	2232488	£6565.50	Test, deliver & install Christmas lights
C Black – CB Landscapes	BACS121	2232506	£25.00	Weed spraying front/rear office & carpark
Aspect Maintenance Ltd	BACS122	2232520	£144.00	Install pigeon netting at Bandstand
Police & Crime Commissioner for Essex	BACS123	2232540	£34.74	CSC expenses 01/07/20 to 30/09/2020
J & M Payroll Services Ltd	BACS124	2232561	£36.00	Payroll processing - October
MB Fire Risk Limited	BACS125	2232581	£180.00	External Fire Risk Assessment 2020
TOTAL			£7,665.00	

19th November 2020 — NO 1 ACCOUNT

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS116	2243782	£9,597.46	Payroll Transfer
TOTAL			£9,597.46	

CO/083/20 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:

- **WYVERN COMMUNITY TRANSPORT – 21ST OCTOBER 2020**

Members noted the minutes provided for the meeting on the 21st October 2020.

CO/084/20 – 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 signage, busking at the band stand, installation of new trees at the wildflower meadow and the postponed reseeding due to the wet weather, replacement of plaques at the memorial gardens and the 15 trees planted at Tewkes Creek.

CO/085/20 – 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/086/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell advised that CPBC will be providing free car parking during the Christmas period, however, there has been some confusion regarding the Sainsburys car park. Cllr Palmer advised that funding had now been obtained for the refurbishment of the Labworth car park.

CO/087/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND

Cllr May provided an update on the Roscommon Way discussions and the tree planting scheme. Cllr Blackwell advised that he had attended a meeting with the police and confirmed that there has been a review of car crime, the special constable recruitment has been affected due to COVID-19 and that he had requested that communication is improved when issues are reported from councillors as they are community leaders.

The meeting closed at 1.00pm.

TOWN MAYOR

11th January 2021