MINUTES OF THE PROCEEDINGS AT THE MEETING OF

CANVEY ISLAND TOWN COUNCIL

ON MONDAY 12TH OCTOBER 2026 AT 7.00PM

PRESENT:

Councillors: Cllr S. Brooke, Cllr E. Harvey, Cllr S. Sach, Cllr P. May, Cllr S. Sayes, Cllr A. Acott, Cllr D. Blackwell, Cllr R. Langley, and Cllr B. Botham

Also present: Mrs E. De Can – Town Clerk
Mrs L. Gould – Deputy Clerk
Mrs A. Wakenell – Community Officer
Mrs S. Monk – Community & Events Officer

CO/070/26 – APOLOGIES FOR ABSENCE
Written apologies received and approved for Cllr J. Anderson and Cllr D. Anderson.

CO/071/26 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
No declaration of interests was received.

CO/072/26 - PUBLIC FORUM - TO RECEIVE QUESTIONS FROM MEMBERS OF THE COMMUNITY OF CANVEY ISLAND OF WHICH NOTICE HAS BEEN RECEIVED FOR A PERIOD NOT EXCEEDING TEN MINUTES
No questions were received.

CO/073/26 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 7TH SEPTEMBER 2026.
Members **RESOLVED** that the minutes of the Council meeting held on the 7th September 2026 be confirmed as a true record of the proceedings and signed by the Town Mayor.

CO/074/26 - TO RECEIVE A REPORT FROM THE TOWN MAYOR ON ACTIVITIES AND EVENTS SINCE THE LAST MEETING.
The Town Mayor provided a report of events and activities of invitations received and confirmed that since the last meeting the Town Mayor or the Deputy Town Mayor had attended the High Sheriff of Essex Justice Service at Chelmsford Cathedral, the Castle Point Transport Museum's 60's event and Heritage Day, Trust Links 1st Anniversary at the Gunny, and CISCA House Open Services Day. Events booked to attend are CPBC Mayor's Carol Service, Havens Light Up a Life Service, Castle Point Transport Museum's Christmas Fair and Canvey Primary School Opening Day.

Cllr Brooke thanked Cllr Blackwell for his help with the Charity Dog Walk and the sponsorship he has secured for the Town Mayors charity.

CO/075/26 – TO NOTE THE OFFICERS DECISIONS UNDER DELEGATED POWERS SINCE THE LAST MEETING.
Members noted that one of the 47 trees planted at the Wildflower Meadow has recently been vandalised and is not salvageable. A decision was taken to appoint CB Landscapes to purchase and replace 1 Betula Jacquemontii tree to match the existing trees under the Town Clerks delegated powers at a cost of £365.00 which includes the cost of the tree, labour, mulching and new tree ties.

CO/076/26 – TO RECEIVE A VERBAL REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.
Members noted the report. Members agreed that if no response is received in relation to the progression of the battery project for the Gunny by the end of the month, the use of the land will be reviewed at the next available meeting.

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CO/077/26 – TO NOTE THE EXTERNAL FIRE RISK ASSESSMENT AND THE RECOMMENDATIONS MADE.
Members noted the report with no actions for the Town Council.

CO/078/26 – TO CONSIDER AND AGREE A REQUEST TO INVESTIGATE THE APPOINTMENT OF A STREET CLEANER IN THE TOWN CENTRE.
Members considered the request and **RESOLVED** that further investigation should take place to tackle the litter and weeds in the town centre even though these issues are the responsibility of CPBC and ECC. Members **RESOLVED** that the options for investigation should be whether this is a project that the probation service could undertake, costs for the employment of a person to work 2 mornings a week (Monday & Friday) and costs for the councils existing contractor to provide the same service on an annual basis.

CO/079/26 – TO CONSIDER AND AGREE THE DRAFT COMMUNITY INFRASTRUCTURE LEVY POLICY AND REVIEW PROJECTS AND PRIORITIES AS PER REGULATION 59C OF THE CIL REGULATIONS 2010 AS AMENDED.
Members **RESOLVED** to approve the CIL Policy and application form for external organisations and the proposed projects to be investigated and progressed to ensure that the CIL funds are used within the required timeframe. It was **AGREED** that all members should submit at least one project idea to the Town Clerk for inclusion in the list of potential projects by the deadline of the next available council meeting.

CO/080/26 – TO CONSIDER THE REPORT FROM THE EXTERNAL AUDITOR AND NON-COMPLETION OF THE AUDIT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2026.
Members noted that PKF Littlejohn Ltd has not completed the 2025/26 audit within the required statutory timeframe and have submitted an interim report which was published on the 22nd September 2026 for a period of 14 days. Members confirmed no further action is required until further information is provided.

CO/081/26 – TO CONSIDER THE ALLOTMENT EXPENDITURE AND REVIEW THE ALLOTMENTS RENTS FOR 2028.
Members noted the report and that there has been an increase in water usage at both allotment sites due to continued dry spells throughout the summer months and non-compliance of allotment rules. Tenants have been reminded of their responsibilities to preserve water, maintain the paths between plots, ensuring a safe environment for fellow allotment holders and the clearance of plots following terminated tenancies. Members noted that the Council last increased the rent in 2024 and is required to give tenants 12 months' notice before any increase.

Members **RESOLVED** that due to the anticipated additional expenditure for 2027 an increase in rent to a maximum of £23.00 will be implemented with effect from the 1st January 2028 to allow 12 months' notice, however, should the anticipated costs not transpire as expected following a review in 2027 the rent increase will be reduced to £15.00.

CO/082/26 – TO REVIEW THE EXISTING EVENTS WORKING GROUP APPOINTED AT THE ANNUAL COUNCIL MEETING ON THE 18TH MAY 2026.
Members reviewed the working group membership and **RESOLVED** to add Cllr S. Sayes and Cllr E. Harvey.

CO/083/26 – TO CONSIDER AND AGREE AMENDING THE STANDING ORDERS TO INCLUDE MANDATORY GDPR, DATA PROTECTION AND HR MATTERS TRAINING FOR PERSONNEL COMMITTEE MEMBERS.
Members **RESOLVED** to amend section 19 of the standing orders and the terms of reference for the Personnel Committee as recommended and to include a requirement that any committee member that is part of a grievance investigation should stand down from the committee until the grievance is resolved.

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CO/084/26 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

12th October 2026 NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance Ltd	BACS1026	£3,316.69	Tidal Pool Joints / Sept Maintenance
Top of the Mops	BACS1027	£60.00	Cleaning – 08/9, 16/9 & 29/9
Dunmow Training Ltd/Council Wise	BACS1028	£158.40	Training - Biodiversity LG / Allotments AW
Office Needs	BACS1029	£74.26	Stationery / Event Cups
DC Pat Testing	BACS1030	£90.00	Pat Testing
CB Landscapes	BACS1031	£300.00	Grass cutting – Wildflower Meadow
A Wakenell	BACS1032	£36.24	Mileage & car park expenses
Michael Gray Contracting	BACS1033	£1,152.00	Cut & Bail Wildflower Meadow
MB Fire Risk Limited	BACS1034	£240.00	Annual Fire Rosk Assessment
Anderson Wholesale	BACS1035	£276.00	Santa Gifts
CITC	BACS1036	£129.96	Petty Cash top up
Infinity Circus	BACS1037	£284.00	Circus Skills – Chalk Art Event
Design4Print	BACS1038	£204.00	Banners x 6
TOTAL		**£6,321.55**	

CO/085/26 – TO NOTE A REPORT FROM THE COMMUNITY OFFICER ON MATTERS RELATING TO CANVEY ISLAND.
Members noted the report and that the band stand will be painted before the new netting is installed and the paths at the allotments are overgrown and officers will be reminding tenants of their obligations.

CO/086/26 – TO NOTE THE HEALTH AND SAFETY REPORTS DETAILING INCIDENTS AND ACTIONS COMPLETED IN RELATION TO OPEN SPACES.
Members noted the reports.

CO/087/26 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND.
No reports were provided.

The meeting closed at 8.30pm.

TOWN MAYOR

14th December 2026

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