

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
ON MONDAY 29<sup>TH</sup> MARCH 2021 AT 10.00AM**

**PRESENT:**

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

**Present:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden

**CO/126/20 – APOLOGIES FOR ABSENCE.**

Apologies were accepted for Cllr C. Sach, Cllr N. Harvey and Cllr A. Acott.

**CO/127/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

No declarations of interest were received.

**CO/128/20 - 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/129/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2021.**

Members **RESOLVED** that the minutes of the Online Council meeting held on the 22<sup>nd</sup> February 2021 be confirmed as a true record of the proceedings and are to be signed by the Town Mayor at the next available opportunity.

**CO/130/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.**

Members noted the decisions under delegated powers.

**CO/131/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the report and that the way marker signs were being installed this week.

**CO/132/20 – TO CONSIDER AND AGREE CHANGING THE DATES FOR THE ANNUAL COUNCIL MEETING AND ANNUAL TOWN MEETING SO THESE CAN BE HELD ONLINE.**

Members considered the report provided by the Town Clerk and **RESOLVED** to change the date of the Annual Council meeting to the 4<sup>th</sup> May 2021 to allow this meeting to be held online and to cancel the Annual Town Meeting for 2021 as it cannot be held effectively and safely by the 1<sup>st</sup> June due to the current government guidelines.

**CO/133/20 – TO REVIEW THE OFFICE RISK ASSESSMENT TO AGREE WHEN THE OFFICE WILL RE-OPEN TO THE PUBLIC.**

Members reviewed the office risk assessment and noted the concerns raised and **RESOLVED** to hold off opening the office until the 17<sup>th</sup> May 2021 to review the containment of the virus following the easing of restrictions from the 12<sup>th</sup> April and to await information on the next phase of the vaccination program for the existing employees. Members requested that the Town Clerk obtain testing kits for the employees when the office is re-opened.

**CO/134/20 – TO CONSIDER AND AGREE PUTTING ALL MEETINGS ON HOLD AFTER THE 7<sup>TH</sup> MAY 2021 SHOULD THE EXISTING REGULATION FOR VIRTUAL MEETINGS NOT BE EXTENDED AND AGREE DELEGATED POWERS AS PER THE EXISTING BUSINESS CONTINUITY PLAN UNTIL FACE-TO-FACE MEETINGS CAN BE HELD SAFELY.**

Members considered this motion and **RESOLVED** that as an announcement has now been made to not extend the ability to hold virtual meetings after the 6<sup>th</sup> May 2021, all council meetings after this date will be put on hold until government restrictions allow for safe face to face meetings and extended delegated powers are given to the Town Clerk, Town Mayor, and the Leader of the Council to make any urgent decisions during this period.

Members noted that the zoom subscription will end on the 5<sup>th</sup> May 2021 and **RESOLVED** that to enable working group or external/internal meetings to continue the subscription should be renewed for a further year.

**CO/135/20 – TO CONSIDER AND AGREE THE RECOMMENDATIONS AND PROPOSAL FOR THE COVID MEMORIAL GARDEN.**

Members considered the proposals made and **RESOLVED** to agree the location submitted at the entrance of the gardens and that external funding or sponsorship should be sought to progress the project. Should this not be available the council would review its budget and consider a virement from an unused budget. Members **RESOLVED** to set up a working group consisting of Cllr J. Anderson, Cllr D. Anderson, Cllr Blackwell, Cllr E. Harvey, and Cllr Acott to review ideas for the gardens and submit these to the council for its progression.

**CO/136/20 – TO CONSIDER AND AGREE MAKING FURTHER REPRESENTATION AT THE CASTLE POINT LOCAL PLAN HEARING IN RELATION TO PREVIOUS COMMENTS MADE REGARDING THE SOUNDNESS OF THE PLAN.**

Members considered the letter received regarding the Castle Point Local Plan examination and the various reports submitted and **RESOLVED** to appoint Cllr Blackwell as the council's representative to provide a verbal representation at the virtual hearings in relation to Hearing Day 1 on the 11<sup>th</sup> May 2021 regarding Matter 1 Procedural/Legal Requirements and Hearing Day 5 on the 26<sup>th</sup> May 2021 regarding Matter 5 Housing Allocations for the Canvey Island area.

**CO/137/20 – TO CONSIDER AND AGREE THE COST OF £670.00 TO INSTALL TWO RAISED BEDS AT THE REAR OF THE LABWORTH MEMORIAL GARDENS AND £450.00 TO REPAIR AND REPOINT THE DILAPIDATED BRICKWORK AROUND THE LARGER CIRCULAR PLANTER BY THE EXISTING MAINTENANCE CONTRACTOR.**

Members considered the costs provided and **RESOLVED** to appoint Aspect Maintenance Service to install two raised beds at a cost of £670.00 and repair and repoint the dilapidated brickwork at a cost of £450.00.

**CO/138/20 – TO CONSIDER AND AGREE THE DATE OF THE 20<sup>TH</sup> SEPTEMBER 2021 FOR THE ANNUAL COMMUNITY AWARDS.**

Members **RESOLVED** that the date of the Community Awards will be the 20<sup>th</sup> September 2021.

**CO/139/20 – TO CONSIDER AND AGREE PURCHASING A LAPTOP VIA EXTERNAL FUNDING TO PROVIDE AN INTERNET RESOURCE FOR MEMBERS OF THE PUBLIC.**

Members considered the proposal by the Town Clerk and **RESOLVED** to purchase a laptop from external funding to provide an internet service to members of the public which will be restricted to services that have been reduced by other authorities as the library will be available for all other uses. Members noted the price quoted for the laptop inclusive of setup costs of £549.00 and approved that any costs which cannot be funded should be taken from the council's existing IT budget.

**CO/140/20 – TO CONSIDER AND AGREE ALLOWING ESSEX POLICE TO CONDUCT BEAT SURGERIES IN THE COUNCIL OFFICE DURING WORKING HOURS AT LEAST ONCE EVERY SIX WEEKS.**

Members considered the request from Essex Police and **RESOLVED** to allow the use of the council office to hold beat surgeries during working hours.

**CO/141/20 – TO CONSIDER AND AGREE IMPLEMENTING COUNCIL EMAIL ADDRESSES FOR ALL TOWN COUNCILLORS.**

Members reviewed the request to implement council email addresses and the implications and risks in not doing so and **RESOLVED** to agree the request at a cost of £44.00 for the additional 11 email addresses

making a total cost of £76.00 (ex vat) pcm.

**CO/142/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS**

Members noted the payments previously agreed under delegated powers:

**18<sup>th</sup> February 2021 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS164	3587800	£9,596.46	Payroll Transfer
<b>TOTAL</b>			<b>£9,596.46</b>	

**11<sup>th</sup> March 2021 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
J & M Payroll Services Ltd	BACS165	3911159	£36.00	Payroll processing - February
CPBC	BACS166	3911260	£156.26	Refuse collection 01/04/21 – 31/03/2022
Mrs E De Can	BACS167	3911352	£23.96	Gloves & Anti bac wipes
Design 4 Print	BACS168	3911434	£570.00	2x Gate signs (Play area) / Installation H & S sign at Tidal pool
Pinnacle Essex	BACS169	3911566	£769.20	RoSPA 2021 / equipment repair (Play area)
Aspect Maintenance Ltd	BACS170	3911665	£4,711.50	Maintenance – February 2021
Asbestos Collection Services	BACS171	3911707	£204.00	Fly-tipped asbestos removal (WS allotments)
WPS Hallam Insurance Brokers	BACS172	3911759	£489.80	Van insurance – 21/03/21 – 20/03/2022
CB Landscapes	BACS173	3911803	£125.00	Annual maintenance Tewkes Creek trees – 04/20 to 03/2021
Essex Association of Local Councils	BACS174	3911876	£230.40	Staff training course (EDC / JS) – Cllr training (SS)
<b>TOTAL</b>			<b>£7,316.12</b>	

**19<sup>th</sup> March 2021 — NO 1 ACCOUNT**

Company	Reference	Transaction	Amount	Description
J&M Payroll Services	BACS175	4046635	£9,597.46	Payroll Transfer
<b>TOTAL</b>			<b>£9,597.46</b>	

**CO/143/20 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:**

- **WYVERN COMMUNITY TRANSPORT – 25<sup>TH</sup> JANUARY 2021**  
Members noted the report from the 25<sup>th</sup> January 2021.

**CO/144/20 – TO NOTE THE REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden confirmed that the ROSPA report has been completed on the play area and has passed with no issues, now that the Wildflower Meadow has dried out the re-seeding will take place, the agreed repositioning of the rose bushes in the Memorial Gardens has been completed and that one of the newly installed H&S signs at the Tidal Pool has fallen in the high winds and will be replaced in due course.

Members discussed the tree removal at Canvey Lake, and it was agreed that although the annual tree audit is submitted to the Common Liaison Committee it will also be submitted to Full Council. Members noted that although there has been much social media attention regarding the tree removal no healthy trees have been removed by the council and only dead or decaying trees have been removed with some to allow regrowth. Members noted that officers have kept a report of all trees which have been removed with the intention to replace these where possible.

**CO/145/20 – 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/146/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Anderson provided an update on the progress of the partnership of the Canvey Island Big Local Gunny Project.

**CO/147/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that ECC have installed new drainage and off-street parking down Park Road to prevent further flooding issues and there are schemes in place to alleviate flooding in other areas such as Point Road, Marcus Road and Labworth Road.

Cllr May confirmed that additional trees will be planted in November and although he had originally intended to provide funding to Age Concern through his finding allowance scheme this was not possible as it could not be spent by the end of the financial year, therefore the funding has been re-directed to the Canvey Island Youth Project and they have purchased an outreach Minibus.

*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/148/20 – TO CONSIDER AND AGREE THE TENDERS RECEIVED FOR THE TIDAL POOL CONTRACT.**

Members considered the tenders received and **RESOLVED** to appoint the five-year contract to Aspect Maintenance Service at an annual cost of £6,070.00.

**CO/149/20 – TO CONSIDER AND AGREE THE SPECIFICATION FOR THE CHRISTMAS LIGHTING TENDER.**

Members **RESOLVED** to agree the submitted specification for the existing council owned lights with no changes to progress the tender for the Christmas Lighting contract.

Members noted that the lights for the three trees in Foksville Road may need to be reviewed as a second tree is now dead which leaves only one.

The meeting closed at 11.45am.

TOWN MAYOR

4<sup>th</sup> May 2021