

Canvey Island Town Council



TO ALL MEMBERS OF THE COUNCIL



Dear Councillors,

I hereby summon you to attend an **ONLINE MEETING** of **CANVEY ISLAND TOWN COUNCIL** to be held on **MONDAY 19TH OCTOBER 2020** commencing at **11.00AM** for the transaction of business as set out below.

Any member who is unable to attend the meeting should send their apologies before the meeting.

Yours faithfully

Mrs E. De Can
Town Clerk

14th October 2020

LOGIN DETAILS – Please follow these instructions:

Join Zoom Meeting

<https://us02web.zoom.us/j/81709286825?pwd=M1YwSEJvejJ5NjFDRjE2SGFJTm5jUT09>

Meeting ID: 817 0928 6825

Passcode: 625040

Please call the Town Clerk on 07985 485328 if you are experiencing any problems logging in.

A G E N D A

1. Apologies for absence
2. To receive declarations of interest in items on the agenda
3. 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
4. To confirm and sign as a true record the minutes of the Online Council meeting held on 7th September 2020.
5. To note the report of Officer Decisions under delegated powers and background papers.
6. To note the Clerks report of ongoing projects and not on the agenda (Appendix A)
7. To receive presentations from candidates for co-option for a period not exceeding 5 minutes each.
8. To co-opt a candidate as Town Councillor for Canvey Island South Ward.
9. 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.
10. To consider and review a response to the Planning White Paper consultation (Appendix B).
11. To note the response from CPBC in relation to the Public Call Boxes consultation (Appendix C).

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12. To consider the request from a resident for a bench in the Memorial Gardens and the proposed location (Appendix D).
13. 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.
14. To consider and agree applying for Quality Gold status at a cost of £250.00.
15. To consider and agree the creation and distribution of care packages for residents during the Christmas period.
16. To note the accounts payments previously agreed under delegated powers.
17. To receive a report from Community Warden on matters relating to Canvey Island
18. To note the Health & Safety report detailing incidents and actions completed in relation to open spaces (Appendix E).
19. Reports from Castle Point Borough Councillors on matters relating to Canvey Island
20. Reports from Essex County Councillor on matters relating to Canvey Island

*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*

21. To consider and agree confidential matters

**MINUTES OF THE PROCEEDINGS AT THE ONLINE MEETING OF
CANVEY ISLAND TOWN COUNCIL
ON MONDAY 7TH SEPTEMBER 2020 AT 11.00AM**

PRESENT:

Councillors: Cllr A. Acott, Cllr B. Palmer, Cllr D. Blackwell, Cllr P. Greig, Cllr P. May and Cllr C Sach.

Present: Mrs E. De Can – Town Clerk
Miss J. Smith – Deputy Clerk
2 members of the public

CO/026/20 – APOLOGIES FOR ABSENCE.

Apologies were accepted for Cllr N. Harvey, Cllr E. Harvey, Cllr J. Anderson, and Cllr D. Anderson.

CO/027/20 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations of interest were received.

CO/028/20 - 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/029/20 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ONLINE COUNCIL MEETING HELD ON 27TH JULY 2020.

Members **RESOLVED** that the minutes of the Online Council meeting held on the 27th July 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/030/20 – TO NOTE THE REPORT OF OFFICER DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS.

There were no officer decisions to be reported.

CO/031/20 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA

The report was noted.

CO/032/20 – TO NOTE THE RESIGNATION OF THE SOUTH WARD COUNCILLOR BARRY CAMPAGNA AND SUBSEQUENT NOTICE OF CASUAL VACANCY

Members noted the resignation of Cllr Barry Campagna and the Notice of Casual Vacancy.

CO/033/20 – TO NOTE THE EXPIRATION OF THE NOTICE OF CASUAL VACANCY AND TO CONSIDER CO-OPTION OR LEAVING THE POSITION VACANT UNTIL NORMAL MEETINGS CAN RESUME.

Members noted the expiration of the notice of casual vacancy for Canvey Island South Ward. Members unanimously **RESOLVED** to advertise the vacancy to consider and co-opt a candidate for Canvey Island South Ward.

CO/034/20 – TO NOTE THE COMPLETION OF THE EXTERNAL AUDIT AND THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2020

Members noted the completion of the External Audit with no comments made.

CO/035/20 – TO CONSIDER AND AGREE THE DESIGN AND COSTS FOR THE SIGNAGE ON THE BAND STAND

Members reviewed the proposed design and costs for the band stand signage and **RESOLVED**

unanimously to approve the recommended signage and to appoint Design4Print to produce and erect the sign at a cost of £385.00. Members requested that the Town Clerk obtain costs to clean the top of the bandstand of bird droppings and investigate the installation of bird spikes to prevent further issues. Members also requested that costs for additional signage should be sought to include the council's details and who to contact for booking the facility.

CO/036/20 – TO CONSIDER AND AGREE THE REPLACEMENT OF FIVE TREES AT THE WILDFLOWER MEADOW AT THE COST OF £790.00 AND RE-SEEDING THE MEADOW AT A COST OF £680.00.

Members reviewed the detailed report provided and unanimously **RESOLVED** to replace the five trees at a cost of £790.00 if areas that are not waterlogged can be found. If this is not possible members agreed that only three trees should be purchased and the entrance where the waterlogging occurs will be left with no trees. Members discussed the Wildflower Meadow and unanimously **RESOLVED** to re-seed the meadow in the Autumn as recommended at a cost of £680.00. Members requested that the Town Clerk contact St Nicholas Church to establish whether any original money donated for the trees was still available to assist with the replacements.

CO/037/20 – TO CONSIDER AND AGREE THE COSTS TO PLANT AND MAINTAIN THE 15 TREE'S AT TEWKES CREEK

Members noted the report provided and that the 15 trees will be delivered in November and **RESOLVED** unanimously to appoint CB Landscapes to install the trees at a cost of £130.00 and to maintain the trees in an attempt to enhance their survival annually at a cost of £130.00.

CO/038/20 – TO CONSIDER THE COSTS FOR THE INSTALLATION OF A GATE AT THE BRIDLE PATH BY THE ALLOTMENTS AND TO AGREE TO VIRE THE REMAINING FUNDS REQUIRED FROM AN UNUSED BUDGET

Members considered the report provided detailing the issues of fly-tipping at the allotments site and unanimously **RESOLVED** to purchase a 2 way york gate at a cost of 651.00 from Centrewire and Palm Fencing to provide additional knee high fencing and installation of the gate at a cost of £680.00. Members **RESOLVED** to vire £681 from available funds in the Hanging Baskets/Planters budget.

CO/039/20 – TO CONSIDER AND AGREE THE COSTS PROVIDED TO PROVIDE TOILET FACILITIES AT WATERSIDE FARM ALLOTMENTS

Members considered the investigations made in relation to the provision of toilet facilities at Waterside Farm Allotments and unanimously **RESOLVED** to defer this request as there is limited budget available to proceed.

CO/040/20 – TO CONSIDER AND AGREE ALLOWING THE TENANT OF ALLOTMENT PLOT 31 TO KEEP HIS SHED WHICH EXCEEDS THE SIZE PERMITTED IN THE ALLOTMENT RULES

Members considered the letter received from the tenant of Plot 31 and the report provided by the Deputy Clerk and **RESOLVED** 3 in favour, 1 against and 2 abstaining that the shed will be permitted to remain with the clear instruction that no further structures are permitted on this plot.

CO/041/20 – TO NOTE THE ACCOUNTS PAYMENTS PREVIOUSLY AGREED UNDER DELEGATED POWERS

Members noted the payments previously agreed under delegated powers:

22nd July 2020 — NO 1 ACCOUNT

Company	Reference	Amount	Description
J&M Payroll Services	BACS066	£9,300.92	Payroll Transfer
TOTAL		£9,300.92	

29th July 2020 — NO 1 ACCOUNT

Company	Reference	Amount	Description
MR Lewis	BACS067	£100.00	Winner – Canvey at its Best

Office Needs	BACS068	£27.06	First Aid Supplies
Karen Reader	BACS069	£70.00	Deep Clean of Office 14/7
Police & Crime Commissioner	BACS070	£59.48	CSC Costs 01/04 to 30/06
D. Trower	BACS071	£40.00	Windows – 21/1, 14/2, 01/05 & 17/7
This is Fever Limited	BACS072	£6.00	Final parked hosting -July
Wave (Anglian Water)	BACS073	£566.27	WS Water – 05/01 to 04/01
TOTAL		£868.81	

30th July 2020 — NO 1 ACCOUNT

Company	Reference	Amount	Description
EON	DD	£15.68	No 13 Electric – 15/06 to 15/07
Zurich Municipal	BACS074	£1,737.82	Annual Insurance
TOTAL		£1,753.50	

17th August 2020 — NO 1 ACCOUNT

Company	Reference	Amount	Description
Aspect Maintenance	BACS075	£4,711.50	Maintenance – July
Design 4 Print	BACS076	£69.30	Vinyl Stickers & Signs
Canvey Island Horticultural Society	BACS077	£396.50	Management 2020
J&M Payroll Service	BACS078	£36.00	Payroll Processing – July
RBS Software Solutions	BACS079	£464.40	Annual Licence & Support 2020
Confabulate Ltd	BACS080	£180.00	Audio Minutes – 08/03/2019 to 07/03/2020
TOTAL		£5,857.70	

19th August 2020 — NO 1 ACCOUNT

Company	Reference	Amount	Description
J&M Payroll Services	Bank Transfer	£9,300.92	Payroll Transfer
TOTAL		£9,300.92	

CO/042/20 – TO NOTE THE REPORT FROM COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND

The Community Warden was not present. Cllr May advised that there had been reports of rubbish left around the lake at the weekend. Cllr Blackwell requested that it be noted that the council had received unwarranted bad press regarding the issues at the lake during the hot weather and the loss of fish. The council acted correctly regarding this matter during the drop in oxygen levels and had liaised with the Environment Agency and Fire Brigade and it was noted that this was not the only lake that had suffered in this way.

CO/043/20 – 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/044/20 – REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr May advised that he has requested a meeting with Ward councillors, the Police and ECC Highways regarding the ongoing issues at Roscommon Way. This is due to take place on the 14th September 2020.

Cllr Blackwell wished to commend CPBC on their work to remove the weeds around the Town Centre although both CPBC and the Town Council had been wrongly criticised for not acting on this problem

when in fact it is the responsibility of ECC. Cllr Blackwell confirmed that three working groups were now underway to discuss the Paddocks, Town Centre regeneration and the seafront.

Cllr Sach advised that the Admiral Jellicoe was again up for sale.

CO/045/20 – REPORTS FROM ESSEX COUNTY COUNCILLOR ON MATTERS RELATING TO CANVEY ISLAND

Cllr Blackwell confirmed that each member has been given an allowance of 150 pothole sites to propose for repair and requested that suggestions be submitted to him to be included.

Cllr May advised that each member had been given £10,000 for community projects. He has provided £2,000 to Age Concern and is investigating a project for further tree planting. He also confirmed that he has been working with the Yellow Door project to assist with the relocation of the homeless.

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/046/20 – TO CONSIDER AND AGREE CONFIDENTIAL MATTERS

Members considered the confidential matter submitted and **RESOLVED** 5 in favour and 1 against to an offer to be made.

The meeting closed at 12.40pm.

TOWN MAYOR

19th October 2020

DRAFT

Subject: Officer Report

Speaker: Town Clerk

Reason for Report

Report of officer decisions under the Openness and Local Government Bodies Regulations 2014

Date: 15th September 2020

Decision taken: To agree the purchase of the allotment bridleway gate from Secure-a-Field at the additional cost of £28.71 to be taken from the allotment budget.

Reason: The council agreed at a meeting on the 7th September 2020 to via £651.00 from the Hanging Baskets budget to provide the additional funds to purchase a bridleway gate at the allotments. The agreed contractor could no longer provide bespoke gates due to limitations on their manufacturing during COVID-19 but could provide a standard gate with a lead time of up to 8 weeks. This would have incurred additional costs for extra knee-high fencing to accommodate the smaller gate. The other company could provide the required gate at the extra cost of £28.71 with a 2-3week lead time.

Alternative Options: No further quotes were required.

Date: 12th October 2020

Decision taken: To agree the additional funds of £50.00 for the purchase of 2 additional festive lights as originally needed within the town centre. Funds to be taken from the existing festive lighting budget.

Reason: The council agreed at a meeting on the 27th July 2020 to the cost of 3 additional festive lights up to £2,000 with the knowledge that 2 of the 5 that it had originally needed could not be used as the lamp columns had failed testing. Since the meeting ECC have confirmed that due the lamp columns being replaced the Council could now use the 2 additional columns.

Alternative Options: No further quotes were required.
