

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
CANVEY ISLAND TOWN COUNCIL**

HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND

ON MONDAY 4TH FEBRUARY 2008 AT 7.30PM

PRESENT:

Councillors: N. Harvey (Vice -Chairman)
D. Anderson J. Anderson C. Andrews R. Bishop R. Howard
P. Greig P. Davis J. Liddiard B. Dixie

Also present: Borough Councillor Tony Belford, five members of the public
Mrs J. Abel – Town Clerk

Councillor N. Harvey was the acting Chairman for the meeting in the absence of Cllr. D. Blackwell.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. D. Blackwell (Chairman) who was unable to attend the meeting due to business commitments.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. PUBLIC FORUM

No members of the public wished to make representations to the Council on items relating to Canvey Island.

4. MINUTES OF COUNCIL MEETING

RESOLVED the minutes of the Council meeting held on 7th January 2008 be confirmed as a correct record of the proceedings and be signed by the Chairman.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 7TH JANUARY 2008

None.

6. TEWKES CREEK TREE PLANTING SCHEME

The Clerk reported that contractors had started to plant trees on the site. Two community planting days had been arranged for 8th and 9th February 2008 and many community groups had confirmed their attendance. A report of the Working Group meeting was noted.

It was felt that the area required a name to give it identity and it was suggested that the schools which were sending pupil representatives to the planting should be asked to give some thought to a name for the area.

7. COUNCIL PREMISES

Members were advised that the lease was now ready to be signed for the premises at 11 High Street, Canvey Island. Cllr. N. Harvey signed the lease in line with the resolution passed at the Council's previous meeting. Cllr. Blackwell had signed the lease in advance of the meeting. The Clerk reported that the Council's solicitors had prepared a completion statement detailing the legal costs, the cost of indemnity cover in respect of the restrictive covenant on the premises, buildings insurance and rent to 24th March 2008. The amount outstanding was £3,124.90.

RESOLVED to meet the cost of the completion statement totalling £3,124.90.

It was reported that a site meeting between members of the Council Premises working group and the shop fitters had taken place.

A quote was reported from Guardtec, a local company, which had installed the existing alarm on the premises, for repairs to the alarm, the installation of an associated CCTV system and intercom system.

RESOLVED to issue an order for works with Guardtec, in line with the quotation received, at a maximum cost of £3077.24 plus VAT.

8. CANVEY LAKE

Members had been provided with a copy of a feasibility study prepared by Groundwork South Essex (GSE) which detailed proposals for investigations into a number of areas of interest and concern in and around the Lake. GSE had requested that the Council contributed £5,000 towards the cost of the £10,000 Study. Concerns were expressed about the overall cost of the Study, the time allocated to each area of the Study and whether some areas to be assessed were sufficiently far reaching. It was felt that if the Council was to be an equal partner in the scheme it would expect some clarification on the proposals relating to Fishing, Accessibility, Anti-social Behaviour and Biodiversity/Heritage. The Council's representatives at the Canvey Lake meetings, Cllrs. J. Anderson and D. Blackwell, were asked to refer the Council's concerns to the next Canvey Lake meeting.

RESOLVED to:

- contribute the sum of £5,000 towards the total cost of the feasibility study
- to seek clarification via the Council's representatives of the allocation of time to, and identified cost of, studying specific areas within the Study.

9. COUNCIL STRATEGY MEETING

Members **RESOLVED** to note the report of the Council's meeting held on 24th January 2008 identifying future aims and objectives. This report is appended to these minutes.

10. PLANNING

Members briefly considered the following application:

Application No. CPT/840/07/FUL, OIKOS Storage Ltd, Haven Road, Canvey Island
Applicant: Sure Green Fuels Ltd
Proposal: Building to house a biodiesel and glycerine plant

RESOLVED to defer making comment on this application to enable Members to better acquaint themselves with the detail of the proposal and seek advice from Castle Point Borough Council's Planning Department. The Clerk to convene an extraordinary Council meeting at the earliest opportunity.

11. GRAFFITI – CANVEY ISLAND SEA FRONT

Members recognised the serious problem of graffiti at the seafront but were mindful of the imminent regeneration scheme works to be carried out there. The Council felt that it would be worth giving further consideration to patrolling wardens in the area and the installation of CCTV cameras. However, it was felt that these considerations should be deferred until after the completion of the regeneration works.

RESOLVED to defer a decision on solutions to the graffiti problem at the sea front until completion of the seafront regeneration works.

12. COUNCILLOR/STAFF BUSINESS CARDS

The need for business cards carrying contact details and ID cards was discussed. The Clerk reported the cost of business cards as being in the region of £35/500.

RESOLVED that:

- business cards be obtained carrying the Council's contact details for use by all Councillors if required;
- the Clerk be asked to investigate the cost of acquiring ID cards for all Councillors and the Clerk.

13. WEST CANVEY MARSH NATURE RESERVE

Members noted that David Hedges of the RSPB had advised that he would be willing to make a presentation to the Council of the proposals for the West Canvey Marsh Nature Reserve.

RESOLVED that the Council invites Mr Hedges to make a presentation on 20th February 2008 at 6.30pm.

14. THAMES AMBULANCE SERVICE

The Clerk reported an invitation from the Thames Ambulance Service to attend their facility for a talk on the service they provide. Members were keen to accept the invitation.

RESOLVED that the Clerk contacts the Ambulance Service to arrange two dates for visits, one in the evening and one in the morning.

15. TRAINING COURSES

The Clerk advised of two training courses being run by the Essex Association of Local Councils.

RESOLVED that:

- Cllrs. P. Davis, B. Dixie, N. Harvey and J. Liddiard attend the 'Chairman's Day 1 on Thursday 28th February 2008 at a cost of £50 per delegate plus travelling expenses;
- Cllrs. D. Anderson, C. Andrews, R. Bishop and J. Liddiard attend the Roles and Responsibilities Course on 11th March 2008 at a cost of £30 per delegate plus travelling expenses.

16. GRANT APPLICATION – CASTLE POINT SPORTS CLUB FOR THE DISABLED

The Clerk reported information in respect of a grant request from Castle Point Sports Club for the Disabled. The Club was based at Winter Gardens School and attracted 30 – 40 members from Canvey Island. It required £3,500 per annum to be able to operate and had requested a grant of £1,500 from the Council.

RESOLVED that the Council makes a grant payment of £1,500 to the Castle Point Sports Club for the Disabled.

17. FINANCE

i) PAYMENT OF ACCOUNTS

RESOLVED to settle the following accounts due:

Cheque Number	Payee	Service	Amount £
200025	CPBC	Hall Hire	25.40
200026	J. Abel	Salary	2393.21
200027	J. Abel	Reimbursement for camera purchase	162.97
200028	C. Andrews	Reimbursement for building materials for Tewkes	20.64

		Creek Wood sign	
200029	C. Andrews	Taxi travel to Training Course	40.00
200030	Acumen Wages Service	Payroll service	19.39
200031	HM Revenue & Customs	Tax & NIC	1116.04
200032	CPBC	Installation of electrical pillar Oak Road for festive lighting	1579.74
200033	J. Abel	Expenses – January 2008	£55.82

ii) VAT REGISTRATION – H.M. REVENUE AND CUSTOMS

Members noted that the Council was now registered to reclaim VAT on payments made.

iii) REGISTRATION WITH H.M. REVENUE AND CUSTOMS AS A NEW EMPLOYER

Members noted that the Council was now registered with HMRC as a new employer and had been allocated a PAYE number.

iv) ACCOUNTS

The Clerk reported that the Council's income and expenditure accounts and budget control had now been computerised.

18. PRECEPT

The Clerk reported that a request had been received from CPBC to amend the precept for 2008/09 from £267,300 to £266,004.45 to enable CPBC to administer the collection of the rate.

RESOLVED to advise CPBC that the Council had amended its precept level to £266,004.45 for the 2008/09 financial year.

19. BANKING ARRANGEMENTS

i) INVESTMENT ACCOUNT

The Clerk reported that a transfer of £150,000 had been made from the Council's current account to a three month investment bond.

ii) SETTING UP A SECOND BUSINESS CURRENT ACCOUNT

Members considered setting up a second business current account with the Co-operative Bank to which the Clerk was a signatory. The purpose of the account was to pay staff salaries, to meet incidental costs and to enable the Clerk to meet emergency expenditure. Cheques on the account would require two signatures. The Clerk reported that it would also be possible to access the new account online to enable bank transfers to be made from it. It was proposed that the account balance should not exceed £7,000 and should be 'topped up' on a monthly basis by way of a cheque signed in accordance with the mandate from the Council's primary current account.

RESOLVED to set up a second business current account in line with the proposals detailed above.

iii) BUSINESS DEBIT CARD

It was proposed that the Bank should be asked to issue a business debit card on the second business account with an expenditure limit of £250 per transaction for use by the Clerk. Councillors were advised that it was envisaged that this would be used predominantly for purchases made by the Council online.

RESOLVED that application is made to the Co-operative Bank for the issue of a debit card to be used on the second business current account by the Clerk.

20. OFFICE OPENING HOURS

RESOLVED to defer consideration of this item until the next meeting.

21. ESSEX COUNTY COUNCIL COMMUNITY INITIATIVES FUND

Members discussed the possibility of submitting an application to the fund. It was felt that the renovation of the War Memorial and surrounding gardens could be explored further in this respect.

RESOLVED to consider this further at a future meeting.

22. ESSEX COUNTY COUNCIL – SERVICE FOR LOCAL GOVERNMENT

The Clerk reported an invitation to Councillors from the Chairman of the Council, Gerard McEwen, to attend the Annual Civic Service at Chelmsford Cathedral in April.

RESOLVED that Members would advise the Clerk by 1st April 2008 if they wished to attend in order that ECC could be advised.

23. REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr. B. Dixie reported that the Canvey West Area Forum had recently purchased a number of seats, bins and dog bins to be installed on the Island.

24. REPORTS FROM ESSEX COUNTY COUNCIL ON MATTERS RELATING TO CANVEY ISLAND

County Cllr. Ray Howard reported on the following items:

- South Essex Area Forum meeting 30th January 2008 – the meeting had considered strategic issues relating to the area including Neighbourhood Policing, mobile youth work delivery, adult social care, the local development framework, highways and flooding matters.

Members were advised that the mobile youth work vehicle would be on Canvey Island between 6 – 9pm on Thursday 7th February 2008. It was felt that this was inadequately advertised and that it should be deployed in Third Avenue.

Discussion took place about the possibility of a further cross Thames route between Kent and Essex.

*The Council **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the public and press would 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.*

25. STAFFING

Members **RESOLVED** to accept the recommendations of the Working Party report in respect of the appointment of an Assistant to the Clerk.

26. CANVEY ISLAND SUMMER FESTIVAL

The Clerk reported that contact had been made with the proprietors of the Monico, who had assisted in the organization of the last Canvey Summer event in 2003. It was felt that the lead time available to organize an event on the scale of the 2003 event was insufficient to enable a Festival to take place this year. It was reported that the previous organizers had started planning for this large scale event approximately eighteen months beforehand.

The Clerk advised that the relationship between the Council and any parties with a business interest who became involved in the organization, would need to be formalized.

It was suggested that a small Working Group be formed to progress this matter.

RESOLVED to appoint the following members to the Working Group:

Cirs. J. Anderson, D. Blackwell and J. Liddiard. Mrs Abel, the Town Clerk, also to attend the meetings.

The meeting closed at 9.35pm.

CHAIRMAN

