

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
COMMON LIAISON COMMITTEE HELD IN THE COUNCIL OFFICE,
13 HIGH STREET, CANVEY ISLAND
ON WEDNESDAY 29TH NOVEMBER 2017 AT 3.00PM**

PRESENT:

Committee: Natalie Holt (Chairman), Cllr J. Anderson, Cllr R. Howard and Cllr T. Skipp

Also present: Mrs E. De Can – Town Clerk
Mrs A. Ruskin – Community Warden
Cllr J. Blissett – Town Councillor

CL/015/17 - APOLOGIES FOR ABSENCE.

Cllr Blackwell

CL/016/17 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations of interest were received.

CL/017/17 - 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.

CL/018/17 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON 20TH SEPTEMBER 2017.

The minutes of the committee meeting held on the 20th September 2017 were **CONFIRMED** and signed as a true record.

CL/019/17 – TO NOTE THE CLERKS REPORT FROM THE ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted the updates provided and not on the agenda.

CL/020/17 – TO NOTE THE COMPLETION OF THE ANNUAL REED MAINTENANCE

Members noted the completion of the annual reed maintenance. Members attended a site visit prior to the meeting to view the work completed and noted the reed debris still to be removed. The Town Clerk confirmed that funds are being withheld until the work is completed.

CL/021/17 – TO NOTE THE INSTALLATION AND THE OPENING OF THE NEW PLAY AREA

Members noted the installation and the opening of the new play area. Members were disappointed that the area had been vandalised and the gates had been damaged on two occasions. The Community Warden confirmed that repairs are being investigated as well as potential new gates. Members noted that there has been no cost to the Council to date for any vandalism caused.

CL/022/17 – TO CONSIDER AND AGREE THE STANDARD LETTER FOR COMPLAINTS RECEIVED IN RELATION TO THE COUNCILS RESPONSIBILITIES REGARDING THE UN-ADOPTED ROAD

Members **RESOLVED** to approve the standard letter for complaints relating to the Councils responsibilities regarding the un-adopted road.

CL/023/17 - TO CONSIDER AND AGREE THE QUOTES FOR THE INSTALLATION OF A LITTER BIN IN THE PLAY AREA.

Members considered the quotes provided to install a litter bin in the new park and **RESOLVED** to appoint Wybone Ltd at a cost of £302.94 to provide the bin and Aspect Maintenance Ltd at a cost of £35.00 to install the bin with the total cost of £337.94 to be taken from the Lake Enhancements budget.

CL/024/17 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED

Members noted the health and safety report detailing incidents and actions completed.

Meeting closed at 3.50pm

Chairman

23rd May 2018