

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF  
CANVEY ISLAND TOWN COUNCIL  
HELD AT THE COUNCIL OFFICE, 13 HIGH STREET, CANVEY ISLAND, SS8 7RB  
ON MONDAY 2<sup>ND</sup> SEPTEMBER 2019 AT 7.30PM**

**PRESENT:**

**Councillors:** Cllr A. Acott , Cllr B. Palmer, Cllr. B Campagna, Cllr J. Anderson, Cllr D. Blackwell, Cllr E. Harvey, Cllr. C. Sach, Cllr P. Greig, Cllr P. May and Cllr D. Anderson.

**Also present:** Mrs E. De Can – Town Clerk  
Mrs A. Wakenell – Community Warden  
Diane Webster – Dementia Navigator for Canvey Island  
2 members of the public

**CO/033/19 – APOLOGIES FOR ABSENCE**

Apologies were accepted for Cllr Harvey.

**CO/034/19 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

No declarations of interest were received.

**CO/035/19 - 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/036/19 - TO RECEIVE A 15 MINUTE PRESENTATION FROM THE DEMENTIA FRIENDLY GROUP**

Diane Webster, Dementia Navigator for Canvey Island attended to provide a presentation on the Dementia Friendly services. Diane works for Southend Borough Council but works only for the benefit of Canvey Island. She supports individuals from a new diagnoses to end of life care and also supports the carers and families to get the right support needed. She has been supporting Canvey Island for a year and currently has 200 people being supported with dementia. All GP services and some businesses are dementia friendly. Referrals can be made to the team by anyone and doesn't have to go through the GP service or a medical professional. Canvey Island has been awarded the Dementia Friendly Community Status and the award is being held at the Town Council office. Diane confirmed that the Town Council can support the scheme with events, attending courses and by members passing on knowledge of residents needing care which is currently working well. The Council **APPROVED** being a Dementia Friendly hub where residents can come to a safe place if feeling confused or anxious. Stickers will be placed in the office window and Diane will provide cards and leaflets for the Town Council to provide to residents.

The Town Mayor thanks Diane for attending and commended the great service now being provided to Canvey Island.

**CO/037/19 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 13<sup>TH</sup> MAY 2019**

Members **RESOLVED** that the minutes of the Annual Council meeting held on the 13<sup>th</sup> May 2019 be confirmed as a true record of the proceedings and were signed by the Town Mayor.

**CO/038/19 - TO NOTE THE SIGNING OF THE MINUTES FROM THE COUNCIL MEETING HELD ON THE 25<sup>TH</sup> FEBRUARY 2019 AS PER THE RESOLUTION MADE AT THE ANNUAL COUNCIL MEETING ON THE 13<sup>TH</sup> MAY 2019**

Members noted the signing of the minutes of the Council Meeting held on the 25<sup>th</sup> February 2019.

**CO/039/19 – TO NOTE THE MINUTES FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON THE 3<sup>RD</sup> JUNE 2019**

Members noted the minutes of the Environment and Open Spaces Committee meeting held on the 3<sup>rd</sup> June 2019.

**CO/040/19 – TO NOTE THE MINUTES FROM THE COMMUNITY RELATIONS COMMITTEE MEETING HELD ON THE 24<sup>TH</sup> JUNE 2019**

Members noted the minutes of the Community Relations Committee meeting held on the 24<sup>th</sup> June 2019.

**CO/041/19 – TO CONSIDER AND AGREE THE RECOMMENDATIONS FROM THE POLICY AND FINANCE COMMITTEE MEETING HELD ON THE 15<sup>TH</sup> JULY 2019**

Members noted the minutes of the Policy & Finance meeting held on the 15<sup>th</sup> July 2019 and **RESOLVED** that the minutes are adopted by the Council and recommendations made were agreed and the minutes are to be signed by the Chairman of the committee at the next Policy & Finance meeting.

**CO/042/19 – TO NOTE THE MINUTES FROM THE PERSONNEL COMMITTEE MEETING HELD ON THE 17<sup>TH</sup> JUNE 2019**

Members noted the minutes of the Personnel Committee meeting held on the 17<sup>th</sup> June 2019.

**CO/043/19 – TO NOTE THE REPORT OF OFFICERS DECISIONS UNDER DELEGATED POWERS AND BACKGROUND PAPERS**

Members noted the report of officer's decisions under delegated powers and background papers.

**CO/044/19 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA**

Members noted the current health & safety works at the Dutch Cottage and that new toilets were being installed by the Benfleet Historical Society. Members noted that the project would be reviewed at the next meeting during the budget discussions.

**CO/045/19 - TO CONSIDER AND AGREE A RESPONSE TO THE CONSULTATION FOR THE PROPOSED CHANGES TO THE PUBLIC SPACES PROTECTION ORDER**

Members considered the consultation submitted and **RESOLVED** to request that a formal consultation is held with all residents before a decision is made.

**CO/046/19 - TO NOTE THE UPDATE ON THE SPECIAL CONSTABLE SCHEME**

Members noted the update provided on the progress of the Special Constable Scheme. The Town Clerk explained the descriptions of the results and confirmed that a workshop is being held on the 5<sup>th</sup> September to assist councils with publications and recruitment ideas and advice.

**CO/047/19 - TO NOTE THE UPDATE FROM THE HIGHWAY DEVOLUTION MEETING ON THE 4<sup>TH</sup> JUNE 2019 AND CONSIDER THE COUNCILS PARTICIPATION**

Members noted the update provided by Cllr Acott and **RESOLVED** that the Council still did not wish to participate at this time.

**CO/048/19 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS: -**

- **Wyvern Community Transport – 29<sup>th</sup> April 2019 and 24<sup>th</sup> June 2019**  
Members noted the minutes provided.

**CO/049/19 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.**

Members **APPROVED** cheques for signature 203472 to 203479 inclusive and noted cheques approved and paid on the 9<sup>th</sup> August 2019 for 203452 to 203471 inclusive.

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2019	Zurich Municipal	203472	1,679.52		Insurance 17/08/19 - 16/08/20
02/09/2019	J & M Payroll Services Limited	203473	36.00		Payroll processing - July
02/09/2019	D Trower	203474	20.00		Window Cleaning 12/07 & 09/08
02/09/2019	J H Promotions	203475	516.00		Bubble Performer 30/08/2019
02/09/2019	Karen Reader	203476	70.00		Office cleaning 31/07 & 14/08
02/09/2019	Amberol Limited	203477	132.00		Brackets for hanging baskets
02/09/2019	Aspect Maintenance Ltd	203478	4,786.20		Bandstand/asbestos removal
02/09/2019	Kingsfisher Direct Ltd	203479	383.26		2x square post mountable bins

**Total Payments**      7,622.98

### List of Payments made between 09/08/2019 and 09/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2019	Mrs A Wakenell	203452	55.08		July travel expenses
09/08/2019	All Security Solutions Ltd	203453	450.00		CCTV repair
09/08/2019	Castlepoint Security	203454	162.00		12x Security staff (1.5 hours)
09/08/2019	B W Rice Plant & Skip Ltd	203455	240.00		3 x Military Vehicles
09/08/2019	The Sutherland Pipes & Drums	203456	50.00		Donation for performance
09/08/2019	Karen Reader - Dream Clean	203457	70.00		Office Cleaning - July
09/08/2019	Gary Rogers	203458	1,850.00		Tree works as per survey
09/08/2019	B & M Carpentry	203459	1,296.00		Decking, roof joining strips
09/08/2019	C Black	203460	165.00		Install 3x litter bins
09/08/2019	Kerry Greenaway	203461	300.00		Punch & Judy 26/07/2019
09/08/2019	Rialtas Business Solutions Ltd	203462	306.00		Omega software maintenance
09/08/2019	Aspect Maintenance Ltd	203463	5,034.00		Maintenance - July
09/08/2019	Office Needs	203464	74.86		Stationary
09/08/2019	Contract Sign Services	203465	367.20		16 x Desk top nameplates
09/08/2019	Bubblegum Distribution & Workw	203466	132.00		10 x White event polo shirts
09/08/2019	Tindle Newspapers Essex & Kent	203467	60.00		1/4 page advert -Summer events
09/08/2019	This is Fever Limited	203468	24.00		Cloud hosting - August
09/08/2019	Anglian Water Business Ltd	203469	38.13		Water & sewage costs
09/08/2019	J & M Payroll Services Limited	203470	36.00		Payroll processing - June
09/08/2019	Canvey Island Historical & Con	203471	1,013.50		Garden Trail 2019

**Total Payments**      11,723.77

## **CO/050/19 – REPORT FROM THE COMMUNITY WARDEN ON MATTERS RELATING TO CANVEY ISLAND**

The Community Warden advised that there are currently homeless residents at the lake and that there are now three tents at this location. This has been reported to the police, yellow door and CPBC to assist with housing. Acts of anti-social behaviour have been reported and this is being passed onto the police. Members noted that the Wildflower Meadow is now well established and looks great. Cllr Blackwell raised a concern that the trees were not looking well maintained. The Community Warden advised that the contractor had raised concerns that these were not the best type of tree at this location. The Town Clerk advised that these trees will be included in the annual tree audit and this will be clarified with a qualified arborist.

**CO/051/19 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr J. Anderson advised that the toilets at Thorney Bay were closed for some days, however, once reported were opened and the bad smell removed.

Cllr Blackwell advised that CPBC has purchased the Knightswick Centre and members have asked for a working party to be set up to review how the money will be spent on the Town Centre regeneration. Cllr Blackwell confirmed that he will request that the Town Council is involved in this working party.

**CO/052/19 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND**

Cllr Blackwell advised that there is an issue with repairs to some footpaths which are being investigated such as Park Lane and Thorney Bay.

Cllr May confirmed that the path along Canvey Road was in disrepair and is being investigated.

*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/053/19 - TO CONSIDER AND AGREE THE TENDER FOR THE LABWORTH GARDENS/BAND STAND MAINTENANCE CONTRACT**

Members considered the tenders received and **RESOLVED** to appoint Aspect Maintenance Ltd at a cost of £9,200 per annum.

The meeting closed at 9.15pm.

TOWN MAYOR

25<sup>th</sup> November 2019