

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE
ENVIRONMENT AND OPEN SPACES COMMITTEE OF THE CANVEY ISLAND TOWN
COUNCIL HELD AT COUNCIL OFFICES, 13 HIGH STREET, CANVEY ISLAND ON
MONDAY 31ST OCTOBER 2016 AT 7.30 PM**

PRESENT: Cllr J. Anderson (Chairman), Cllr D. Anderson, Cllr B. Campagna, Cllr J. Blissett, Cllr M. Tucker and Cllr A. Acott

Non Committee Members: Cllr P. Greig

ALSO PRESENT: Mrs E De Can – Responsible Financial Officer
Mrs A. Ruskin – Community Warden
3 members of the public.

E&OS/044/16 - APOLOGIES FOR ABSENCE.

There were none.

E&OS/045/16 – TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

E&OS/046/16 – 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.

E&OS/047/16 – TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COMMITTEE MEETING HELD ON THE 31ST OCTOBER 2016.

The minutes of the committee meeting held on the 31st October 2016 were **CONFIRMED** and signed as a true record.

E&OS/048/16 – TO NOTE THE CLERKS REPORT OF ONGOING PROJECTS AND NOT ON THE AGENDA.

Members noted a request for additional Canvey Island Town Council signage at the car park entrance to the Labworth Memorial Gardens. It was confirmed that a site visit had taken place and the committee agreed to the existing sign location. The Community Warden confirmed that new CCTV signage is to be placed at the entrance and around the gardens which clearly shows the Town Council name and logo and the committee agreed this was acceptable and no further signage was required.

Members discussed the erosion to the rocks surrounding the Tidal Pool and were happy with the actions taken to date. The Community Warden confirmed that the movement of the rocks does not impact the structure of the pool and there is adequate signage in place detailing the dangers at this site.

Members discussed the lack of flowers in the Wildflower Meadow and the Community Warden confirmed that it was too early for the flowers to establish, however, Cllr Blackwell has agreed to visit the site to review the area and provide advice towards the end of April.

E&OS/049/16 – TO DISCUSS THE REPLACEMENT OF THE TREE'S AT THE PICNIC AREA BY TEWKES CREEK

Members discussed the lack of growth and vandalism to the tree's planted in October 2015 and **RESOLVED** that the Clerk obtain costs for replacement tree's or potentially fruit tree's for consideration at the next available meeting in order to be ready for October planting.

Members noted that permission would have to be sought from CPBC as the landowner before any trees could be planted at this location.

E&OS/050/16 – TO CONSIDER THE INSTALLATION OF HANDRAILS TO THE STEPS LEADING TO THE TIDAL POOL BEACH AREA

Members discussed a request to install handrails to the steps leading to the beach and **RESOLVED** that this item be deferred until further investigation is sought.

E&OS/051/16 – TO REVIEW THE FOUR YEAR PLAN AND PROGRESS OF PROJECTS

Members discussed the land by Meppel Avenue and **AGREED** that Cllr Greig investigate the planning permission before this is considered further by the committee.

Members **RESOLVED** to include the investigation into the bandstand and possible water fountain for 2018.

E&OS/052/16 – TO RECEIVE AN UPDATE FROM THE COMMUNITY WARDEN RELATING TO ALL OPEN SPACES

The Community Warden provided an update on matters not already discussed and showed members the CCTV images at the Labworth Memorial Gardens and Bumblebee Park. Members noted the vandalism to the picnic benches at Canvey Lake and the investigation into possible CCTV.

E&OS/053/16 – TO NOTE THE HEALTH AND SAFETY REPORT DETAILING INCIDENTS AND ACTIONS COMPLETED.

Members noted the Health and Safety Reports detailing incidents and actions completed at each of the Town Council's open spaces.

E&OS/054/16 – TO NOTE PAYMENT OF ACCOUNTS DATED THE 22ND FEBRUARY, 6TH MARCH AND 15TH MARCH 2017:

Members noted accounts **APPROVED** for signature for cheques 202814 to 202827 inclusive.

Date: 20/03/2017

Canvey Island Current Year

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Time: 14:49

Current Bank Account

List of Payments made between 22/02/2017 and 15/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2017	Just Fencing Landscape Service	202814/BAC	12,163.20		Fencing
26/02/2017	EE	DD	54.73		Mobile Bill - Feb
28/02/2017	United Services	DD	52.28		Fem Hygiene - Feb 17/Apr 17
04/03/2017	Talk Talk	DD	147.14		Telephone Bill - Mar
06/03/2017	VW Finance Services	BACS	2,862.00		Rental Car Deposit 2017/18
15/03/2017	Primrose Cleaning Contractors	202815	74.00		Office Cleaning - Feb
15/03/2017	EALC	202816	90.00		Planning Briefing
15/03/2017	Leigh Times Series Limited	202817	108.00		Job Advert
15/03/2017	Design4Print	202818	12.00		ATM - Banner date patch
15/03/2017	Office Needs	202819	57.83		Stationery
15/03/2017	G & K Groundworks Ltd	202820	110.00		Unit Rental - Mar
15/03/2017	Aspect Maintenance Ltd	202821	4,503.00		Maintenance - Feb
15/03/2017	CPBC	202822	131.04		Bin/Refuse Hire Apr17/Mar18
15/03/2017	J & M Payroll Services Limited	202823	36.00		Payroll - Feb
15/03/2017	Stanley Marsh & Co	202824	2,500.00		Rent - 11 High St - Mar-Jun 17
15/03/2017	DOTS	202825	81.22		Copier Charges - Feb
15/03/2017	North London & Essex News	202826	357.60		YA - Job Advert
15/03/2017	M Tucker	202827	177.80		P Mallinson Inauguration
Total Payments			23,517.84		

E&OS/055/16 – ACCOUNTS FOR PAYMENT:

Accounts **APPROVED** and cheques 202828 to 202838 inclusive were signed.

Date: 27/03/2017

Canvey Island Current Year

F

Time: 11:23

Current Bank Account

List of Payments made between 27/03/2017 and 27/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/03/2017	L Shirley	202828	59.00		Mileage Claim - Oct/Mar
27/03/2017	D Trower	202829	20.00		Window Cleaner
27/03/2017	EON	202830	264.88		Electric Bill - 11 High Street
27/03/2017	A Ruskin	202831	93.92		Mileage Claim - Jan/Mar
27/03/2017	Vine HR	202832	126.00		Recruitment Costs - 3.5hrs
27/03/2017	Petty Cash	202833	127.86		Top Up
27/03/2017	Alert Alarms	202834	336.00		Annual Maintenance 2017/18
27/03/2017	Autopa Ltd	202835	224.11		Removable Bollards x 2
27/03/2017	Design4Print	202836	66.00		CCTV Signs x6
27/03/2017	EON	202837	35.99		Seasonal Lights
27/03/2017	Zurich Municipal	202838	1,000.32		Car Insurance 2017

Total Payments 2,354.08

The meeting closed at 8.50PM.

CHAIRMAN

DRAFT