

**MINUTES OF THE PROCEEDINGS AT THE ANNUAL MEETING OF
CANVEY ISLAND TOWN COUNCIL
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD, CANVEY ISLAND ON
MONDAY 11TH MAY 2015 AT 7.30PM**

PRESENT:

Councillors: Cllr. P May, Cllr. P Greig, Cllr. J. Blissett, Cllr. J Anderson, Cllr. C. Letchford, Cllr. D. Anderson, Cllr M. Tucker, Cllr. N Harvey, Cllr. B Campagna and Cllr. D Blackwell

Also present: 16 members of the public
Mrs E. De Can – Town Clerk
Mrs E Hunt – Deputy Clerk
Mrs L Windley – Community & Events Officer

Cllr P. May welcomed the public and the Leader of Castle Point Borough Council, Cllr C. Riley and thanked all councillors past and present for their support as his chairmanship has been hard but enjoyable.

CO/001/15 – TO ELECT THE CHAIRMAN OF THE COUNCIL 2015/16

Cllr J. Anderson nominated Cllr Greig as Chairman for the 2015/16 Council year. The nomination was seconded by Cllr Tucker. There were no other nominations therefore Cllr Greig was elected as Chairman of the Council.

Cllr Greig thanked the Council for allowing him to take this role on again and thanked Cllr May for a good job in the previous year.

CO/002/15 - TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk provided Cllr Greig with the Declaration of Acceptance document which was signed and witnessed by the Proper Officer.

CO/003/15 - TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR 2015/16

Cllr Blackwell nominated Cllr Tucker as Vice-Chairman and the nomination was seconded by Cllr Harvey. There were no other nominations therefore Cllr Tucker was elected as Vice-Chairman of the Council for 2015/16.

CO/004/15 – TO RECEIVE MEMBERS DECLARATION OF ACCEPTANCE OF OFFICE FORMS

The Clerk provided members with the declaration of acceptance forms which were completed and signed in the presence of the Proper Officer. Members **RESOLVED** that Cllr Belford could sign his form upon his return in the presence of the Proper Officer before the next Council meeting.

CO/005/15 - APOLOGIES FOR ABSENCE

Cllr T. Belford provided his apologies due to a holiday commitment.

CO/006/15 - TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Letchford declared a non-pecuniary interest in item 15 on the agenda as Chairman of Friends of Concord Beach. Cllr Campagna declared a non-pecuniary in interest as Chairman of Canvey Bay Watch and Cllr May declared a non-pecuniary interest as a member of the Canvey Bay Watch committee.

CO/007/15 – MEMBERS TO REVIEW EXISTING REGISTER OF INTEREST FORMS AND ADVISE THE CLERK OF ANY CHANGES

The Clerk requested that all members review their existing Register of Interest forms and complete new forms and return them within 28 days.

CO/008/15 - 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/009/15 - TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH APRIL 2015

Members **RESOLVED** that the minutes of the Council meetings held on the 13th April 2015 be confirmed as a true record of the proceedings and were signed by the Chairman.

CO/010/15 – TO NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON THE 30TH APRIL 2015

Members noted the Personnel Committee minutes of the meeting on the 30th April 2015.

CO/011/15 – TO REVIEW THE TERMS OF REFERENCE FOR EACH COMMITTEE

Members reviewed the terms of reference and **RESOLVED** no changes were required.

CO/012/15 - TO APPOINT A CHAIRMAN TO THE COUNCIL'S COMMITTEES

- i) Environment & Open Spaces
Cllr Blackwell nominated Cllr J. Anderson as Chairman of the Committee. The nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr J. Anderson was elected as Chairman of the Committee.
- ii) Policy & Finance
Cllr J. Anderson nominated Cllr Harvey and the nomination was seconded by Cllr D. Anderson. There were no other nominations therefore Cllr Harvey was elected as Chairman of the Committee.
- iii) Planning
Cllr J. Anderson nominated Cllr Greig as Chairman of the Committee. The nomination was seconded by Cllr Blackwell. There were no other nominations therefore Cllr Greig was elected as Chairman of the Committee.
- iv) Personnel
Cllr D. Anderson nominated Cllr Blackwell as Chairman of the Committee and the nomination was seconded by Cllr Tucker. There were no other nominations therefore Cllr Blackwell was elected as Chairman of the Committee.

CO/013/15 - TO APPOINT MEMBERS TO THE COUNCIL'S COMMITTEES

Members were asked to review each committee membership and **RESOLVED** to appoint the following members to the Council's Committees:

- i. Environment and Open Spaces
Cllr J. Anderson, Cllr D. Anderson, Cllr Letchford, Cllr Campagna, Cllr Blackwell and Cllr Harvey
- ii. Policy and Finance
Cllr Harvey, Cllr Tucker, Cllr Letchford, Cllr May, Cllr J. Anderson, Cllr Blackwell and Cllr Blissett
- iii. Planning
Cllr Greig, Cllr Tucker, Cllr D. Anderson, Cllr Blissett, Cllr Letchford and Cllr Campagna

iv. Common Liaison Committee

Cllr Blackwell and Cllr J. Anderson

v. Personnel

Cllr Blackwell, Cllr Harvey, Cllr J. Anderson, Cllr D. Anderson and Cllr May

vi. Disciplinary Panel

Cllr Tucker, Cllr Greig and Cllr Campagna

vii. Grievance Panel

Cllr J. Anderson, Cllr Blissett and Cllr Letchford

viii. Appeals Panel

Cllr Tucker, Cllr Greig and Cllr Campagna

CO/014/15 - TO NOTE THE COUNCILS STANDING ORDERS AND FINANCIAL REGULATIONS

Members noted the Standing Orders and Financial Regulations.

CO/015/15 - TO REVIEW THE REPRESENTATIVES TO THE FOLLOWING EXTERNAL COMMITTEES OR GROUPS:

Members appointed the following members to each committee or group:

- (i) Community Development Partnership – Cllr D. Anderson
- (ii) Community Safety Partnership – Cllr Blissett
- (iii) Community Initiative Fund Panel – Town Clerk
- (iv) CPBC Planning Committee – Chairman & Vice Chairman of CITC Planning Committee
- (v) Town Centre Regeneration Members Liaison Group – Cllr D. Anderson
- (i) West Canvey Liaison Group – Cllr Tucker and Cllr Blissett both requested this appointment, therefore, members voted 6 votes to 1 in favour of Cllr Tucker.
- (vi) Heritage Centre Committee – Cllr Campagna
- (vii) EALC Executive Committee – Cllr Letchford
- (viii) Citizens Advice Bureau Committee – Cllr Blackwell
- (ix) Age Concern – Cllr May
- (x) Parish Transport – Deputy Clerk
- (xi) Wyvern Community Transport Board – Cllr Greig
- (xii) Friends of Concord Beach – Cllr Blissett

CO/016/15 – TO CONSIDER AND AGREE THE COUNCILS ELIGIBILITY TO EXERCISE THE GENERAL POWER OF COMPETENCE

Members noted the eligibility criteria and **RESOLVED** that the Council is eligible to exercise the General Power of Competence as it has a qualified Clerk and all members are elected.

CO/017/15 – FINANCE

i) TO NOTE THE AGREED CONTINUATION OF FUNDING THE CLERKS MEMBERSHIP WITH THE SLCC AT A COST OF A MONTHLY STANDING ORDER OF £20.00

Members noted the continuation of funding the Clerks membership with the SLCC at a cost of £20.00 per month.

ii) TO CONSIDER AND AGREE THE 2015/16 AFFILIATION FEES FOR THE EALC AND NALC

Members **RESOLVED** to agree the payment of £2,176.66 for the affiliation fees for the EALC and NALC for 2015/16

CO/018/15 - TO AGREE THE SIGNING OF THE HEALTH & SAFETY POLICY BY THE CHAIRMAN OF THE COUNCIL

The Clerk advised that Health & Safety is the responsibility of the full council and should therefore sign the policy in accordance with this. Members noted their responsibilities and the Chairman of the Council signed the policy.

CO/019/15 – TO CONSIDER AND AGREE THE TIMETABLE OF MEETINGS FOR 2015/16

Members **RESOLVED** to approve the Timetable of Meetings for 2015/16 with the amendment of the 1st Environment & Open Spaces committee meeting to the 15th June 2015 and the exclusion of meetings in August.

CO/020/15 – TO APPROVE THE ANNUAL ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2015

Members **RESOLVED** to accept and approve the Annual Statement of Accounts for year ending 31st March 2015.

CO/021/15 – TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2015

Members **RESOLVED** to approve and sign the Annual Governance Statement for the year ending 31st March 2015.

CO/022/15 - TO CONSIDER AND REVIEW THE WORKING GROUPS FOR 2015/16

Members reviewed the existing working groups and **RESOLVED** to appoint the following members to each group:

Town Guide – Cllr Blissett, Cllr Letchford and Cllr D. Anderson

Armed Forces Day – Cllr May, Cllr J. Anderson, Cllr D. Anderson, Cllr Blissett and Cllr Campagna

Environment & Conservation – Cllr Blackwell, Cllr Letchford, Cllr Tucker, Cllr Harvey and Cllr Blissett

Community Safety Panel – Cllr Blackwell and Cllr Tucker

Wildlife Day – Cllr May, Cllr J. Anderson, Cllr Blackwell, Cllr D. Anderson and Cllr Campagna

CO/023/15 – TO REVIEW AND AGREE THE BANK AUTHORISED SIGNATORIES

Members reviewed the existing bank signatories and **RESOLVED** to amend the existing authorised signatories to Cllr J. Anderson, Cllr Tucker, Cllr Greig, Cllr Letchford, Cllr May, Cllr D. Anderson and the Clerk

CO/024/15 – TO REVIEW THE MEMBERS ACCEPTANCE TO RECEIVE ELECTRONIC AGENDAS

Members noted the Council's change in policy and reviewed their individual consideration to receive agenda's electronically and noted that the Clerk requires their signature of acceptance.

CO/025/15 – TO NOTE THE MEETING REPORTS FROM THE EVENTS WORKING GROUPS

Members noted the reports provided for the Wildlife Day and the Armed Forces Day including the latest working group meeting on the 16th April 2015.

CO/026/15 – TO NOTE THE REPORTS PROVIDED FROM THE FOLLOWING FORUMS AND GROUPS:

WYVERN COMMUNITY TRANSPORT

Members noted the minutes provided.

CO/027/15 - TO CONFIRM ACCOUNTS FOR PAYMENT PREVIOUSLY AGREED.

Accounts **APPROVED** and cheques for No1 account 202166 to 202171 inclusive were signed.

CO/028/15 - REPORTS FROM CASTLE POINT BOROUGH COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Cllr J. Anderson advised that the road works completed at Linden Way were now being dug up again by the utility companies and requested that the Clerk write to ECC to ensure that these works are reinstated appropriately. Members **AGREED**.

Cllr Letchford advised that CPBC had £75,000 for community projects and have spent £39,000 on improvements along the seafront by cutting weeds, painting the seawall and installing new bins which the residents are thrilled with. Members **AGREED** that the Clerk should write to CPBC to thank them for these improvements.

Cllr Letchford advised that he is keeping a list of all truncated lamp posts and passing them onto ECC as there appear to be many of these on Canvey Island. Cllr May confirmed that this is an issue borough wide and Cllr Blackwell advised that he had mentioned this issue at the Highways Panel and was advised that the remaining posts cannot be removed as they are still connected to the electrics and UK Power Networks need to disconnect the power before the removal. Cllr Letchford advised that he had been in contact with UK Power Networks who claim to have not been aware of these posts, therefore, he will be sending them a list of the posts that require attention.

CO/029/15 - REPORTS FROM ESSEX COUNTY COUNCILLORS ON MATTERS RELATING TO CANVEY ISLAND

Members **RESOLVED** that Cllr R. Howard should continue to be invited to each Council meeting to provide an update as a Canvey Island County Councillor.

The meeting closed at 8.50 pm.

CHAIRMAN

13th July 2015