SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the Council meeting held on
Tuesday 23rd June 2026
at 7.30pm
at Champions Manor Hall

Present:
Councillor Massey (Chair)
Councillor Kelly (Deputy Chair)

Councillor Bentley	Councillor Thompson
Councillor Birch	Councillor Barnett
Councillor Sherlock	Councillor Knox
Councillor Eley	Councillor Shearring
Councillor Perham Lake	Councillor Roberts
Councillor Cash	Councillor Ferry

In attendance: Town Clerk and four members of public

C26-318 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from
Councillors O'Brien, Price, Crosbie & Wilson
ABSENT Councillor Sismey

C26-319 Dispensation Considerations

No dispensations received.

C26-320 Declarations of Interest

No declaration of interest received.

C26-321 Confirmation of Minutes

The minutes of the Extra Ordinary Council meeting held on 03 June 2026 were agreed and signed as a true record of the meeting.

Proposed: Councillor Kelly
Seconded: Councillor Eley
Vote: All in favour

C26-322 Public Questions

Two members of public spoke in relation to Agenda Item 6 Co-Option vacancy.

C26-323 Co-Option Vacancy

Members considered the application forms attached to the agenda for the co-option vacancy.

Proposal: To agree Christpoher Benn as the Co Option member to the Town Council after receiving a majority vote.

Proposed: Councillor Massey
Seconded: Councillor Kelly
Vote: All in Favour

7.44pm one member of public left the meeting.

Councillor Benn and the Town Clerk signed the Declaration of Office form.

C26-324 Reports from Committees are attached to the agenda.

The following reports were **NOTED.**

C26-324-1 Planning & Environment Committee

It was noted that a meeting was held on 25th November 2025 and 6th January 2026.

C26-324-2 Events, Community & Leisure Committee

It was noted that a meeting was held on 4th November 2025.

The chair Councillor Russ Crosbie thanked all the councillors that helped at the Christmas Fayre event in November 2025.

C26-324-3 Finance & Projects Committee

It was noted that a meeting was held on 2nd December 2025.

C26-324-4 Staffing Committee

It was noted that no meetings have been held since the Staffing meeting on 18th November 2025.

C26-325 Clerks Report

The Clerk's report was **NOTED**.

C26-326 Items to Note

The following items were **NOTED.**

- The bandstand railings have been installed and the project fully completed.
- The applicant decided to withdraw their application and therefor the Licensing Hearing in relation to the Cube Bar, 1B Guild Way, South Woodham Ferrers, Chelmsford CM3 5TG due to be held on Wednesday 10/06/2026 was cancelled.
- Chelmsford City Council are holding £3,277.95 of s106 money that is restricted to be spent by SWF town council on local open space schemes. The Town Clerk has informed Chelmsford City Council of ongoing local open space improvements and will complete the agreement and then the transfer of funds will be sent to the Town Council.

C26-327 Earmarked Reserves

Council considered a recommendation from the Finance & Projects Committee on 2/6/26 to set up an EMR Bus Grant for £40,856.40.

Proposal: To agree the EMR for the Bus Grant for £40,856.40.

Proposed: Councillor Thompson

Seconded: Councillor Cash

Vote: All in Favour

C26-328 Internal End of Year Audit 2025-26

It was **NOTED** the Internal End of Year Audit was carried out on the 14th of May 2026 by independent internal auditor Mr David Buckett. No recommendations received.

C26-329 General Power of Competence

Proposal: It was resolved that the Town Council meets the criteria for eligibility for the General Power of Competence until the next election, having both an electoral mandate of two thirds elected members of the Council and a qualified Clerk.
Proposed: Councillor Kelly
Seconded: Councillor Bentley
Vote: All in Favour

C26-330 Review of Standing Orders

In accordance with Standing Orders 5.j.vi Council reviewed the Standing Orders. No updates to NALC Model Standing Orders.
Proposal: To accept the Standing Orders as presented.
Proposed: Councillor Kelly
Seconded: Councillor Bentley
Vote: All in Favour

C26-331 Annual Governance and Accountability Return 2025-26 (AGAR)

Following recommendation from the Finance & Projects Committee at the meeting held on 2nd of June 2026, Council approved the following:

Proposal: It was **AGREED** to complete and sign Section 1 and Section 2 of the Annual Return 2025/26.
Proposed: Councillor Kelly
Seconded: Councillor Birch
Vote: **All in favour**

It was **NOTED** the period for the exercise of public rights will commence from Monday 29th June 2026 – 7th August 2026. The notice dated 24th June 2026 will be put in place to this effect.

C26-332 Breast Screening Unit South Woodham Ferrers

Council received and considered a report from the Town Clerk. It was **AGREED** to progress with seeking a suitable site to host a mobile breast screening unit commencing January 2029.

C26-333 Review of Polices

In accordance with Standing Order 5.j.xvii to xviii Council reviewed the following policies.

- Freedom of Information Scheme
- Health & safety Policy
- Press & Media Policy
- IT Policy
- Accessibility Statement

Proposal: To accept all the policies as presented with no amendments.
Proposed: Councillor Birch
Seconded: Councillor Cash
Vote: All in Favour

C26-334 Payment Authorisation

334.1 Payment signatories

In accordance with Financial Regulation 7.1, Council to appoint two further signatories for 2026/27. Current named signatories recommended at the Finance & Projects meeting 2/6/2026 is Councillor Shearring, Eley, Kelly & Crosbie

Proposal: To agree the six signatories for the year 2026/27. Councillors Massey, Eley, Shearring, Kelly, Crosbie & Birch.

Proposed: Councillor Massey

Seconded: Councillor Birch

Vote: **All in Favour**

334.2 Appointment of member for verification purposes

Proposal: In line with Financial Regulation 2.6, Council approved the appointment of Councillor Price, as agreed by Finance & Projects Committee on 2nd June 2026 as the member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: **All in Favour**

C26-335 Representatives on Outside Bodies

No meetings have been held.

C26-336 Chelmsford City Council/Essex County Council

Chelmsford City Council

Councillor Sherlock – No update to report

Councillor Eley - No update to report

Councillor Massey - No update to report

Essex County Council

Councillor Benn Reported –

He is currently involved in several projects ideas in South Woodham Ferrers, including the Household Waste Recycling Centre and the implementation of an AI-driven software system designed to enhance the booking process. In addition, following Essex County Council's declaration of a pothole emergency, he is working to prioritise repairs in South Woodham Ferrers.

C26-336 Town Mayor's Announcements

A list of recent events attended by the Town Mayor was **NOTED.** Details of these engagements are also available on the Town Council website on the Town Mayor's page.

C26-337 Media Release

- Co-Opted Councillor Christopher Benn

C26-338 Next Meeting

The next Council meeting will be held on 20 October 2026 at 7.30pm.

There being no further business to discuss the Town Mayor closed the meeting at 8.12pm.

Signed …… Date: 18 August 2026

(Chair of the Meeting)