

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council meeting held on Tuesday 16<sup>th</sup>  
May 2023 at 7.30pm

### **Present:**

Councillor Eley (Town Mayor in the Chair)  
Councillor Shearring (Deputy Mayor in the Chair)

Councillor Crosbie  
Councillor Bentley  
Councillor Perham-Lake  
Councillor John  
Councillor Humphrey  
Councillor Ferry

Councillor Thompson  
Councillor Birch  
Councillor Massey  
Councillor Kelly  
Councillor Wilson  
Councillor Sherlock

In attendance: Town Clerk and Environment & Leisure Officer

The Town Mayor opened the meeting with a minute's silence to honour and remember Mr Roy Hardman after his recent sad passing. Mr Roy Hardman served on the Town Council for a number of years and was a popular and well-respected Town Councillor.

Councillor Massey and Birch addressed the Council commenting Roy Hardman, a great man with a sense of humour who worked very hard. He will be missed.

### **C469 Election of the Town Mayor for 2023/24**

Nominations were invited for Town Mayor for the year 2023/24.  
Councillor Eley was proposed.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Shearring

Town Clerk advised a vote – No vote upheld.  
Elected uncontested.

Councillor Eley was duly elected as the Town Mayor for 2023 /2024.  
The Town Mayor thanked Councillor Alan Shearring for all his hard work and support as Deputy Mayor throughout the past year.

### **C470 Election of the Deputy Town Mayor for 2023/24**

Nominations were invited for Deputy Town Mayor for the year 2023/24.  
Councillor Toni Perham Lake was proposed.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Shearring

Town Clerk advised a vote – No vote upheld.

Elected uncontested.

Councillor Perham Lake was duly elected as the Deputy Town Mayor for 2023 – 2024.

**C471 Declaration of Acceptance of Office by the Town Mayor/Deputy Town Mayor and Councillors for 2023/24**

Councillor Eley and Councillor Perham Lake signed and verbally confirmed their Declaration of Acceptance of Office.

All Councillors present signed their Declaration of Office forms with the Town Clerk.

**C472 Apologies for Absence**

Apologies of absence were received from Councillors O'Brien and Roberts.

**C473 Declarations of Interest**

**Current Meeting**

**473.1** None received.

**Registration of Members' Interest**

**473.2** It was **NOTED** Councillors are reminded of the need to keep their register of Interest forms up to date.

**C474 Confirmation of Minutes**

The minutes of the meeting held on 28th March 2023 were approved and were signed as a true record.

**Proposed:** Councillor John

**Seconded:** Councillor Thompson

**Vote:** **Carried**

**C475 Items to Note**

**Councillor Vacancies**

- It was **NOTED** there is one vacancy for co-option in Chetwood, Collingwood and Woodville Ward.
- It was **NOTED** that the Town Council's insurance is with Zurich for a further two years in accordance with standing order 5.j.xiv.
- It was **NOTED** Heather Heelis completed the internal audit on 28/4/2023. No recommendations received.

**C476 Public Questions**

Three members of the public were present.

Standing Order 3.e is for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda.

7.45pm Councillor Russ Crosbie joins the meeting.

#### **C477 South Woodham Ferrers Squadron ATC Group Scouts Hut**

Council discussed the siting of a storage container on the land where the Scouts Hut sits following the approval of 22/02171/FUL by Chelmsford City Council to which this committee had no objections.

**Proposal:** To agree for the installation of a storage container on the land in planning application 22/02171/FUL

**Proposed:** Councillor Thompson

**Seconded:** Councillor Shearring

**Vote:** **Carried**

7.50pm two members of the public left the meeting

#### **C478 Civility and Respect pledge**

Council considered joining NALCs Civility and Respect Pledge and discussed the draft Dignity at Work Policy attached to the agenda.

**Proposal:** To agree to join the NALC's Civility and respect Pledge and accept the policy as it stands.

**Proposed:** Councillor John

**Seconded:** Councillor Bentley

**Vote:** **Carried**

#### **C479 Reports from the Committee Chairmen**

##### **479.1 Planning & Environment Committee**

It was **NOTED** that a meeting was held on 28/03/23 & 25/04/2023 report as attached to agenda. Nothing to add to the report.

##### **479.2 Events, Community & Leisure Committee**

It was **NOTED** that a meeting was held on 21/03/23 report as attached to the agenda. Councillor Crosbie commented that the Coronation event held on Sunday 7<sup>th</sup> May 23 was a success and the Town Council have received many positive comments.

##### **479.3 Finance & Projects Committee**

It was **NOTED** that a meeting was held on 18/04/23 report as attached to the agenda. Nothing to add to the report.

#### **C480 Climate & Ecological Emergency**

Council discussed the recommendation from the Planning & Environment Committee to declare a Climate & Ecological emergency and agree the setting up of a new Sub Committee and Terms of Reference.

**Proposal:** Not to declare a Climate & Ecological emergency and at the next Planning & Environment meeting on the 30th May 2023 the committee to discuss a pledge and actions going forward.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Humphrey

**Vote:** **Carried**

In line with Standing orders 3s Councillor Bentley requested a recorded vote.

All In Favour: Councillors John, Eley, Perham Lake, Shearring, Kelly, Crosbie, Sherlock, Ferry, Humphrey, Wilson, Thompson and Massey.

Against: Councillors Bentley and Birch

#### **C481 Election of Working Parties and Sub Committees 2023/24**

##### **481.1 Community Resilience Team**

It was proposed that the membership of this committee be Councillors John, Kelly, Perham Lake, Eley and Humphrey

**Proposal:** Councillor Eley

**Seconded:** Councillor Humphrey

**Vote:** **Carried**

##### **481.2 Climate & Ecological Emergency Sub Committee**

This item not required.

#### **C482 NALC Training**

Council considered a request from Councillor Wilson and any other interested members to attend the online NALC course Fighting Climate Change with Local Council action on 24<sup>th</sup> May 2023.

Council **AGREED** any members interested in attending the online course to contact the Town Clerk by Thursday 18<sup>th</sup> May 2023.

#### **C483 Terms of Reference**

In accordance with Standing Order 5.j.vi members considered Terms of Reference for all current Committees, Sub-Committees and Working Parties, attached to the agenda.

**Proposal:** The Terms of Reference for Council **AGREED** with no changes.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor John

**Vote:** All in Favour

**Proposal:** The Terms of Reference for Events, Community & Leisure Committee **AGREED** with no changes.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor John

**Vote:** All in Favour

**Proposal:** The Terms of Reference for Finance & Projects Committee **AGREED** with no changes.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor John

**Vote:** All in Favour

**Proposal:** The Terms of Reference for Staffing Committee **AGREED** with no changes.

**Proposed:** Councillor Eley

**Seconded:** Councillor John

**Vote:** All in Favour

**Proposal:** The Terms of Reference for Planning & Environment Committee it was **AGREED** to defer to the next Council meeting on 20<sup>th</sup> June 2023.

**Proposed:** Councillor Shearring

**Seconded:** Councillor Eley

**Vote:** All in Favour

#### **C484 Election of Members of Council Committees for 2023/24**

For clarity those elected to the committee will vote for the Chair & Vice Chair

In accordance with standing Order 5.j.vii:

##### **484.1 Planning & Environment Committee (up to 14 members)**

It was **RESOLVED** the membership of the Planning & Environment Committee be as follows: Councillors Eley, Perham Lake, Shearring, John, Ferry, Humphrey, Wilson, Thompson, Sismey and O'Brien.

##### **484.2 Election of the Chair and Vice Chair 2023/24**

It was proposed that Councillor Shearring be the Chairman of Planning & Environment Committee.

**Proposal:** Councillor Eley

**Seconded:** Councillor Thompson

**Vote:** All in Favour

Councillor Shearring was voted as Chair of this committee.

It was proposed that Councillor Wilson be the Vice-Chairman of Planning & Environment committee.

**Proposal:** Councillor Humphrey

**Seconded:** Councillor Thompson

**Vote:** All in Favour

Councillor Wilson was voted as the Vice-Chair of this committee.

#### **C485 Events, Community & Leisure Committee (up to 14 members)**

**485.1** It was **RESOLVED** that the membership of the Events, Community & Leisure Committee be as follows:

Councillors Birch, Roberts, Kelly, Crosbie, Sherlock, John, Humphrey, Wilson and Massey.

#### **485.2 Election of the Chair and Vice Chair**

It was proposed that Councillor Crosbie be the Chair of Events, Community & Leisure Committee.

**Proposal:** Councillor Humphrey

**Seconded:** Councillor Kelly

**Vote:** All in Favour

Councillor Crosbie was voted as Chair of this committee.

It was proposed that Councillor Humphrey be the Vice Chair of Events, Community & Leisure Committee.

**Proposal:** Councillor Massey

**Seconded:** Councillor Crosbie

**Vote:** All in Favour

Councillor Humphrey was voted as Vice-Chair of this committee.

### **C486 Finance & Projects Committee**

**486.1** It was **RESOLVED** that the membership of the Finance & Projects Committee be as follows:

Councillors Eley, Perham Lake, Shearring, Kelly, Crosbie, Humphrey, Thompson, Massey and O'Brien.

#### **486.2 Election of the Chair and Vice Chair**

It was proposed that Councillor Thompson be the Chair of this committee.

**Proposal:** Councillor Eley

**Seconded:** Councillor Humphrey

**Vote:** **Carried**

Councillor Thompson was voted as Chair of this committee.

It was proposed that Councillor O'Brien be the Chair of this committee.

**Proposal:** Councillor Perham Lake

**Seconded:** Councillor Thompson

**Vote:** **Carried**

Councillor O'Brien was voted as Vice - Chair of this committee.

### **C487 Staffing Committee**

**487.1** It was **RESOLVED** that the membership of the Staffing Committee be as follows:

Councillors Eley, Perham Lake, Kelly, Wilson and Thompson.

#### **486.2 Election of the Chair and Vice Chair**

It was **NOTED** that the Chair and Vice Chair of the Staffing Committee 2023/24 will be the Town Mayor Councillor D Eley and the Deputy Town Mayor Councillor Perham Lake.

**486.3** Three members were **AGREED** and appointed to the staffing committee. Councillors Kelly, Thompson and Wilson.

#### **C488 Nominations of Council Representatives on Other Bodies for 2023/2024**

It was **RESOLVED** that the representatives on the chart are elected:

<b>GROUP</b>	<b>COUNCILLOR/S</b>	<b>COMMITTEE</b>
<b>Champions Manor Hall Users' Group</b> (Two Councillors to attend the group) Meetings once per year at Champions Manor Hall	Town Mayor – Councillor Eley Deputy Town Mayor – Councillor Perham Lake	Finance and Projects
<b>Chelmsford Borough and Basildon District Councils – Parish Passenger Transport</b>	Councillor Wilson	Planning & Environment
<b>Council Footpaths Officer</b>	Councillors Humphrey & Perham Lake	Planning & Environment
<b>Larger Local Councils' Forum</b>	Councillor John	Council
<b>Chelmsford Local Councils' Group</b>	Councillor John	Council
<b>Health and Social Care Group</b>	Councillor Kelly	Council
<b>Crouch Vale Quarterly Tenants Meeting</b>	Councillor John	Council
<b>RCCCE</b>	Councillor Shearring	Planning & Environment
<b>Marsh Farm Forum</b>	Councillor Shearring Councillor Thompson	Council
<b>Tree Warden Scheme</b>	Councillors John	Planning & Environment

<b>Pool Project Group</b> Meetings as notified.	Town Mayor – Councillor Eley Chair of Events, Comm & Leisure – Councillor Crosbie Vice-Chair of Events, Comm & Leisure – Councillor Humphrey	Events, Community & Leisure
<b>South Woodham Playing Field Management Committee (1)</b>	Councillor John	Council
<b>Village Hall Trust Management Committee</b>	Councillor O'Brien Councillor Wilson	Council

8.50 pm A member of public left the meeting.

#### **C489 Reports from Representatives of Outside Bodies by Lead Councillors**

**489.1 South Woodham Ferrers Village Hall Trust Management Committee** – No report. Councillor O'Brien attended the AGM.

**489.2 South Woodham Playing Fields Management Committee** – Councillor John attended the AGM. The Town Mayor D Eley commented that the Playing Fields Committee had agreed free hire of the field for the Coronation Event.

#### **C490 Complaints Procedure**

In accordance with Standing Order 5.j.xvi to review the complaints procedure as attached to the agenda.

**Proposal:** To accept the complaints procedure as attached to the agenda,

**Proposal:** Councillor Eley

**Seconded:** Councillor Humphrey

**Vote:** **Carried**

#### **C491 Town Mayor's Announcements**

The Town Mayor 2022/23 provided a report.

Seniors Film Club on 12th April 2023 showing Angela's Ashes. Councillor Perham Lake was also in attendance.

Coronation Big Lunch on 7th May 2023 at Village Hall with Deputy Mayor, Councillor Shearring.

Thanks to Councillor Massey who attended as Deputy Mayor of Chelmsford with his consort. Thanks to Councillor Crosby who compered on stage, Councillors Sherlock, O'Brien and Kelly who were in attendance all day. Other Councillors in attendance included Councillor Roberts in his position as Vice-Chair of the Village Hall & Councillor Ferry with the Rotary Club. Thanks to Councillor Humphrey who designed & produced the posters for the events.



Seniors Coronation Party 1pm CMH on 8th May 2023.

Special thanks to Councillor Kelly and the regular helpers. Thanks to Councillor Sherlock and his wife who helped set up and clear and Councillors Birch, Perham Lake and all other volunteers. It was a very successful and enjoyable event.

Seniors Film Club on 10th May 2023 - showing Fisherman's Friends. Councillor Sherlock was in attendance.

#### **C492 Staffing Committee Update**

The following Items were **NOTED**.

- Staffing Committee agreed Mrs Karen Atkins has passed her 6-month probation period and is now appointed as permanent Town Clerk/RFO with effect from 9 May 2023.
- Mr David Smith has started employment as the Environment & Leisure Officer from 2 May 2023.
- Shaun Blackmore & John Rogers – Environment Support Operatives have had annual performance reviews.

#### **C493 Chelmsford City Council / Essex County Council**

- Councillor Eley reported the next meeting is 24<sup>th</sup> May 2023.
- Councillor Sherlock and Eley commented that they attended an induction day on Friday 12<sup>th</sup> May 2023.
- Councillor John commented the new Mayor and Deputy Mayor of Chelmsford City Council will be elected on 24<sup>th</sup> May 2023 and at the next Council meeting on 20<sup>th</sup> June 2023 there will be more information to share.

#### **Essex County Council:**

Councillor Massey reported that Essex Highways:  
Essex County Council decided not to declare a Climate Emergency.

Announcement of Barclays Bank closing in South Woodham Ferrers. A meeting with the Chief Executive of Rochford Banking Hub has been agreed on teams on Tuesday 23<sup>rd</sup> May. Councillors are invited to join. This is to investigate if any options are available for South Woodham Ferrers.

Essex County Councils £5000 locality grant for this year 2023/24 - Councillor Bob Massey's proposal is to put in more steps for access to the sea wall.

#### **C494 Media Release**

- New Town Mayor and Deputy Town Mayor being Councillor Eley and Councillor Perham Lake respectively.
- Staffing update

- Barclays Bank closure in South Woodham Ferrers – Meeting with the Banking Hub.

**C495 To resolve to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.**

**Proposed:** Councillor Eley

**Seconded:** Councillor John

**Vote: All in Favour**

**C496 Staffing & External Audit Report**

Private & Confidential

Committee discussed update from the Town Mayor Councillor Eley.

**C497 Next Meeting**

Next meeting is to be held on 20<sup>th</sup> June 2023 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.40pm

Signed .....  
(Chairman of the Meeting)

Date: 20 June 2023