

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the Council meeting held on
Tuesday 16th January 2024
at 7.30pm
at Champions Manor Hall

Present:

Councillor D Eley (Mayor)
Councillor Perham Lake (Deputy Mayor)

Councillor Humphrey
Councillor Birch
Councillor O'Brien
Councillor Bentley
Councillor Thompson
Councillor Wilson

Councillor Shearring
Councillor Kelly
Councillor Piesse
Councillor Ferry
Councillor Sherlock
Councillor Naslund

In attendance: Town Clerk

C567 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillor Massey, John, Roberts & Crosbie

Absent: Councillor Sismey

C568 Dispensation Considerations

None received.

C569 Declarations of Interest

Councillor Naslund & O'Brien declared a non registerable interest in Item 17 Men's Shed.

C570 Confirmation of Minutes

The minutes of the meeting held on 21st November 2023 were agreed and signed as a true record of the meeting.

Proposed: Councillor Humphrey

Seconded: Councillor O'Brien

Vote: **All in favour**

C571 Public Questions

No members of the public present.

C572 Royal Air Cadets

Proposal: To defer this item as the Royal Air Cadets did not attend.

Proposed: Councillor Eley

Seconded: Councillor Perham Lake

Vote: **All in Favour**

C573 General Power of Competence

Proposal: Council agreed it meets the criteria for eligibility for the General Power of Competence, having both an electoral mandate of two thirds of members of the Council and a qualified Clerk.

Proposed: Councillor Sherlock

Seconded: Councillor O'Brien

Vote: All in Favour

C574 Distinguished Community Service Award

Council reviewed the Distinguished Community Award as attached to the agenda.

Proposal: To agree the Distinguished Community Award attached to the agenda and to advertise as soon as possible. Candidate nominations to close on 29th February 2024.

Proposed: Councillor Bentley

Seconded: Councillor Shearring

Vote: All in Favour

It was **NOTED** this annual award will be selected by Council on the 19th March 2024 and the award will be presented at the Annual Town Meeting on 23rd April 2024.

C575 Meeting Schedule 2024/5

Proposal: To agree the meeting schedule for 2024-25 as attached to the agenda.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: All in Favour

The change of date for the Annual Town Meeting to Tuesday 23rd April 2024 was **NOTED**.

C576 Reports from Committees attached to the agenda

were **NOTED**.

576.1 Planning & Environment Committee

It was **NOTED** that a meeting was held on 28/11/2023 & 19/12/2023
The Chairman expressed thanks to the Environment Officer for his work on the ECP report.

576.2 Events, Community & Leisure Committee

It was **NOTED** that no meetings have been held

576.3 Finance & Projects Committee

It was **NOTED** that a meeting was held on 5/12/2023 & 9/1/2024.
The Chairman had no further update.

576.4 Staffing Committee

It was **NOTED** that a meeting was held on 18/12/2023.
Councillors expressed thanks to the Environment Officer and Admin Assistant for passing their probation period.

C577 Clerks Report

The Clerks report attached to the agenda was **NOTED**

C578 Review of Standing Orders & Policies

Proposal: To agree the Standing Orders as attached to the agenda with no changes.

Proposed: Councillor Bentley

Seconded: Councillor O'Brien

Proposal: To agree the IT Policy with the addition to 'recommend' Councillors change their password every six months

Proposed: Councillor Thompson

Seconded: Councillor Humphrey

Vote: 2 Abstain

Carried

Proposal: To agree the Internal Control and Internal Audit Policy attached to agenda

Proposed: Councillor Bentley

Seconded: Councillor Eley

Vote: **All in Favour**

Proposal: To agree the Review of Financial Risk Assessment attached to the agenda

Proposed: Councillor Eley

Seconded: Councillor Humphrey

Vote: **All in Favour**

Proposal: To agree the Whistle Blowing Policy attached to the agenda

Proposed: Councillor Shearring

Seconded: Councillor Wilson

Vote: **All in Favour**

Proposal: To agree the Hall Hire Grant policy attached to the agenda

Proposed: Councillor Kelly

Seconded: Councillor Sherlock

Vote: **All in Favour**

C579 Interim Audit

Proposal: To approve the Internal Audit report attached to the agenda.

Proposed: Councillor O'Brien

Seconded: Councillor Piesse

Vote: **All in Favour**

C580 Local Council Award Scheme (LCAS)

Proposal: To agree that the Town Council has all the documentation and information in place for the Foundation Award and where applicable it is published on our website.

Proposed: Councillor Kelly
Seconded: Councillor Birch
Vote: **All in Favour**

C581 Items To Note

The following Items were noted

- The tree survey of all Town Council owned land has been completed. A meeting will be arranged with J W Davis to review the works recommended. This will be reported at Council on 19th March 2024.
- Update sent from Village Hall. The new parking system in the car park will be installed on Monday 15th January 2024. The Village Hall will be doing the publicity for this.

C582 Proposed Closure of South Woodham Ferrers Police Station Summer 2024

Proposal: The Town Council does not object to the sale of the building but requests information from the police on the future plans for community policing in our town.

Proposed: Councillor Thompson

Seconded: Councillor Sherlock

Vote: 1 abstain

Carried

C583 Mens's Shed

Proposal: The Town Council wishes the Men's Shed well with their endeavour but denies the use of our logo due to copyright.

Proposed: Councillor Humphrey

Seconded: Councillor Perham Lake

Vote: 2 abstain

Carried

C584 Chelmsford City Council / Essex County Council

To consider report(s) to Council from City Councillor/County Councillor concerning matters of interest to South Woodham Ferrers:

Councillor Eley updated the Council in the absence of Councillor Massey on the following:

Essex County Council

- The County Council Cabinet today (Tuesday 16th) discussed and agreed to increase the County Council's proportion of the domestic household precept by 2.99%, plus the 2% allowed by Government for Health and Social care. This will be formally approved at full council next month.
- The ten trees allocated from the Essex Forest Initiative were delivered to the Town Council on December 15th.

- Several of the potholes identified in the tranche submitted last October - at Ormesby Chine, Coberg Place and Ferrers Road adjacent to the Hullbridge Road crossing - have been scheduled for repair. A new strategy for road and footpath repairs is being considered by Essex Highways and Councillors await a formal announcement.
- Following last month's collision between a pedestrian and van, the zebra crossing on Inchbonnie Road adjacent to Leighlands Road has been reported to the Essex Road Safety Partnership and the Local Highways Panel, with a view to upgrading lighting in the area and installing brighter Belisha beacons.
- Councillor Massey also submitted a request to the Local Highways Panel, at the request of Woodville School, for a pedestrian barrier on Brent Avenue, where a parent was struck by a car.
- Clements Green Lane is scheduled for resurfacing week commencing February 1st, weather permitting.

Chelmsford City Council

Nothing to report

Councillor Sherlock updated Council on the following:

At the recent Mid Essex Alliance Neighbourhood Teams meeting discussion revolved around communication within the NHS and engagement with the public. A full report will be presented to the Events Community & Leisure committee on 13th February 2024 by the Health & Social Care representative.

Councillor O'Brien updated Council on the following:

The Policy Board meeting scheduled for 1/2/2024 has been cancelled

C585 Town Mayors Announcements

The list of recent events attended by the Town Mayor was **NOTED**.

The Town Mayor expressed thanks to Councillor Humphrey for assisting her Charity event at Christmas 2023.

C586 Media Release

- Meeting schedule
- Distinguished Community Award
- New SSO (Street Service Operative) position
- Annual Town Meeting

C587 Next Meeting

Next meeting is to be held 19th March 2024 at 7.30pm

There being no further business to discuss the Town Mayor closed the meeting at 8.45pm.

Signed
(Chairman of the Meeting)

Date: 19th March 2024