

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council meeting held on Tuesday 14<sup>th</sup>  
May 2024 at 7.30pm

### **Present:**

Councillor Eley (Town Mayor in the Chair)  
Councillor Perham Lake (Deputy Mayor in the Chair)

Councillor Shearring	Councillor O Brien
Councillor Crosbie	Councillor Thompson
Councillor Bentley	Councillor Birch
Councillor Naslund	Councillor Massey
Councillor John	Councillor Piesse
Councillor Humphrey	Councillor Wilson
Councillor Price	Councillor Sherlock
Councillor Roberts	

In attendance: Town Clerk and three members of public

The Town Mayor opened the meeting thanking the Deputy Mayor Perham Lake and the staff for all their work the during the last year.

### **C24-1 Election of the Town Mayor for 2024/25**

Nominations were invited for Town Mayor for the year 2024/25.  
Councillor Shearring was proposed.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Thompson

**Vote: Carried**

**2 Abstain**

Councillor Shearring was duly elected as the Town Mayor for 2024 /2025.

Councillor Shearring signed his Declaration of Acceptance of Office.

The Town Mayor thanked Councillor Donna Eley for all her hard work over the last two years as Town Mayor and Councillor Perham Lake as Deputy Mayor throughout the past year.

### **C24-2 Election of the Deputy Town Mayor for 2024/25**

Nominations were invited for Deputy Town Mayor for the year 2024/25.  
Councillor Toni Perham Lake was proposed.

**Proposed:** Councillor Eley

**Seconded:** Councillor Piesse

**Vote: All in Favour**

Councillor Perham Lake was duly elected as the Deputy Town Mayor for 2024 – 2025.

7.34pm Councillor John joined the meeting.

### **C24-3 Apologies for Absence**

Apologies for Absence were **RECEIVED** and **ACCEPTED** from Councillors Kelly, Ferry and Sismey.

### **C24-4 Declarations of Interest**

#### **Current Meeting**

**4.1** None received.

#### **Registration of Members' Interest**

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

### **C24-5 Confirmation of Minutes**

The minutes of the meeting held on 26th March 2024 were approved and were signed as a true record.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Eley

**Vote:** **All in Favour**

### **C24-6 Items to Note**

- David Buckett completed the internal audit on 8/5/2023.
- Town Council Insurance. In accordance with Standing Order 5.j.xiv to **NOTE** The insurance is with Zurich until 1/6/2025.
- The broken LED light at the Play Area has been fixed and a new timer is now in place.

To celebrate the new reign of His Majesty the King, the Cabinet Office announced a government-funded voluntary scheme to allow public authorities in the UK to apply for a free framed portrait. The Town Council portrait arrived in April 2024 and is on display in the upstairs foyer at Champions Manor Hall.

### **C24-7 Public Questions**

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.

Three members of the public were present.

No public Questions

### **C24-8 Meeting Schedule 2024/2025**

Council to **NOTED** two dates in June 2024 have been included on the meeting schedule. Meeting schedule circulated and attached to agenda.

### **C24-9 Reports from the Committee Chairmen**

#### **9.1 Planning & Environment Committee**

It was **NOTED** that a meeting was held on 26/03/24 & 30/04/2024 report as attached to agenda. Nothing to add to the report.

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

It was **NOTED** that no meetings have been held since Council on 19/3/2024.

### **9.3 Finance & Projects Committee**

It was **NOTED** that a meeting was held on 9/04/23 report as attached to agenda. Nothing to add to the report.

### **9.4 Staffing Committee**

It was noted that a meeting was held on 10/05/24.

## **C24-10 Asset Register**

In Accordance with Standing Order 5.j.xiii Council reviewed the inventory of land and other assets including building and office equipment. Sent as attachment with agenda. The report was **NOTED**.

## **C24-11 Terms of Reference**

**11.1** In accordance with Standing Order 5.j.vi members considered Terms of Reference for all current Committees attached to the agenda. Town Clerk updated that Council Terms of Reference is covered by the Standing Orders.

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

The Terms of Reference for Events, Community & Leisure Committee **AGREED** with changes to item 6 to Provision/support of other community events.

**Proposal:** The Terms of Reference for Finance & Projects Committee to be deferred to next Council meeting on 18<sup>th</sup> June 2024 when new updated financial regulations have been received.

**Proposed:** Councillor O Brien

**Seconded:** Councillor John

**Vote:** All in Favour

The Terms of Reference for Planning & Environment Committee was **AGREED** with no changes.

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

**Proposal:** Council accept all the Terms of Reference as agreed for Council, Events Community & Leisure, Planning & Environment and Staffing committees.

**Proposed:** Councillor Shearring

**Seconded:** Councillor John

**Vote:** All in Favour

**11.2** In accordance with Standing Order 5.j.vi members considered Terms of Reference for all current Working Parties attached to the agenda.

**Proposal:** The Terms of Reference for the Clubhouse at Champions Manor Hall and the Terms of Reference for the John Cox Working party was **AGREED** with membership of 6 members and 3 members of the public. Other changes to the Terms of Reference as discussed in the meeting were **AGREED**.

**Proposed:** Councillor John

**Seconded:** Councillor Perham Lake

**Vote:** All in Favour

**Proposal:** The Terms of Reference for the Village Hall Working Party was **AGREED** with membership of 6 members and Village Hall representatives on invitation.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Wilson

**Vote:** All in Favour

#### **C24-12 Election of Members of Council Committees for 2024/25**

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

In accordance with standing Order 5.j.vii:

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

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

##### **12.2 Election of the Chair and Vice Chair 2024/25**

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

**Proposal:** Councillor Shearring

**Seconded:** Councillor John

**Vote:** Carried

Councillor Thompson was voted as Chair of this committee.

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

**Proposal:** Councillor Shearring

**Seconded:** Councillor Thompson

**Vote:** All in Favour

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

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

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

Councillors Kelly, Crosbie, Sherlock, John, Humphrey, Wilson, Massey, Price, Naslund, and Perham Lake.

#### **13.2 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 John

**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 Crosbie

**Seconded:** Councillor John

**Vote:** All in Favour

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

### **Finance & Projects Committee**

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

Councillors Eley, Perham Lake, Shearring, Kelly, Crosbie, Humphrey, Thompson, Massey, O'Brien, Naslund, Piesse, Bentley and Wilson

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

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

**Proposal:** Councillor Thompson

**Seconded:** Councillor Humphrey

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

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

**Proposal:** Councillor O'Brien

**Seconded:** Councillor Humphrey

**Vote:** All in Favour

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

### **Staffing Committee**

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

Councillors Shearring, Perham Lake, Crosbie, Eley and Thompson.

**Vote:**           **All in Favour**

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

It was **NOTED** that the Chair and Vice Chair of the Staffing Committee 2024/25 will be the Town Mayor Councillor Shearring and the Deputy Town Mayor Councillor Perham Lake.

**15.3** Three members were **AGREED** and appointed to the staffing committee. Councillors Crosbie, Thompson and Eley

### **C24-16 Nominations are requested for Members to serve on the following Working Parties:**

**16.1** It was **RESOLVED** that the membership of the Champions Manor Hall Clubhouse Working Party be as follows:

Councillors Thompson, O Brien, Crosbie, Sherlock, Humphrey and Massey

**16.2** It was **RESOLVED** that the membership of the Village Hall agreement Working Party be as follows:

Councillors Thompson, Eley, Naslund, Humphrey, John and Wilson.

**16.3** It was **RESOLVED** that the membership of the John Cox Working Party be as follows:

Councillors Shearring, John, Wilson, Birch, Thompson and O Brien

It was proposed to accept the membership to all the named working parties. The Community Resilience Working Group will be agreed at the next Council meeting on the 18th of June 2024.

**Proposal:** Councillor Shearring

**Seconded:** Councillor Eley

**Vote:**           All in Favour

### **C24-17 Nominations of Council Representatives on Other Bodies for 2024/2025**

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

<b>GROUP</b>	<b>COUNCILLOR/S</b>	<b>COMMITTEE</b>
<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	Planning & Environment
<b>Tree Warden Scheme</b>	Councillors John	Planning & Environment
<b>Pool Project Group</b> Meetings as notified.	Town Mayor – Councillor Shearring 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>	TBC – Deferred until legal advice is obtained.	Council

## **C24-18 Reports from Representatives of Outside Bodies by Lead Councillors**

**18.1 South Woodham Ferrers Village Hall Trust Management Committee** – Councillor Roberts updated Council on the fitting of the parking barriers at the Village Hall funded by the Village Hall. Floor maintenance is ongoing upstairs at the Village Hall. Lettings are slow at weekends possible marketing issue.

8.55pm A member of public left the meeting

**18.2 South Woodham Playing Fields Management Committee** – Councillor John updated bad weather had affected the fields and use.

## **C24-19 Town Council Policies**

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

**Proposal:** To accept the Complaints Procedure, Publication Scheme and Risk Management Policy as attached to the agenda.

**Proposal:** Councillor Eley

**Seconded:** Councillor Perham Lake

**Vote:** All in Favour

#### **C24-20 Ahead 4 Maintenance**

Council discussed the report and costings for the upgraded Wi-Fi connection at Champions Manor Hall for the Main Hall and the EV Charging point.

**Proposal:** To accept the quote from Ahead 4 for the Wi-Fi upgrade.

**Proposal:** Councillor Humphrey

**Seconded:** Councillor Birch

**Vote:** All in Favour

#### **C24-21 Town Council Action Plan 2024-2027**

Councillor Massey thanked the Town Clerk for the Forward Plan.

**Proposal:** To accept the Forward Plan and this will be reviewed in six months' time.

**Proposal:** Councillor John

**Seconded:** Councillor Crosbie

**Vote:** All in Favour

#### **C24-22 Town Mayor's Announcements**

Council **NOTED** the recent events attended by the Town Mayor and Deputy Town Mayor in 2023/2024.

4th April 2024 Opening Men's Shed, Mayor & Deputy

10th April 2024 Seniors Film Club, Mayor

23rd April 2024 SWF Annual Town Meeting, Mayor

26th April 2024 Open Helen Rollason Charity Shop, Mayor

1st May 2024 Beat the Streets Chelmsford & SWF Presentation Evening in Great Waltham, Mayor

4th May 2024 Maldon Charity Service, St Mary's Church Maldon, Deputy Mayor

8th May 2024 Seniors Film Club, Mayor

#### **C24-23 Chelmsford City Council / Essex County Council**

Councillor Eley update the Local Plan Preferred Options Consultation runs from 8th of May – 19<sup>th</sup> June 2024. Her title is Cabinet Member for a Safer Chelmsford, and my portfolio includes Community Safety, parts of Public Health & Protection Services, Refuse & Waste and Street Cleaning, which includes Markets and Love Your Chelmsford.

Councillor Sherlocks new role is Cabinet Deputy for Sustainable Travel plus he retains the Climate Ambassador role.

Councillor Sherlock updated on the following:

21st of March he was invited to the opening of the Chelmsford Museum for Restless Brilliance: The Story of J.A. Baker and the Peregrine exhibition. This runs until 3rd of November 2024.

4th of April he attended the opening of the men's Shed.

11th April Parks volunteers



17th April he joined the ECO Committee at Trinity St Mary's School.

Councillor John commented the new Mayor and Deputy Mayor of Chelmsford City Council will be elected on 15<sup>th</sup> May 2024 and at the next Council meeting on 18<sup>th</sup> June 2024 there will be more information to share.

Councillor O'Brien updated confirmation of his role will be at the Chelmsford City Council on the 15<sup>th</sup> of May 2024.

### **Essex County Council:**

Councillor Massey reported that Essex Highways:

The new Essex Highways scheme has started but is not yet operating as expected. Councillor Massey reported eight 'priority' issues, and while several potholes have been assessed, and high lit with fluorescent markings, they have still not been repaired.

The footpath on Inchbonnie Road, opposite the Washland, has been repaired. This was a cause of several falls and injuries.

Similarly, the footpath faults at Dunlin Close have been repaired.

A second call for priority repairs is expected in June, hopefully the remaining potholes will have been repaired, but Councillor Massey will again ask Town Councillors to identify priorities.

Councillor Massey continues to meet the Cabinet Member for Highways to seek a resolution to the road surface problems on Clements Green Lane.

He will, as proposed by Cllr. Perham Lake – suggest 'uneven road' signs to warn drivers of the problems.

### **Essex Book Festival**

After being overlooked for the past few years, South Woodham Ferrers Library will be part of the Essex Book Festival. The author Syd Moore – who has just published a new historical fiction novel 'The Grand Illusion' – will be in conversation with author, freelance writer and radio and podcast producer Christine Penhall at South Woodham Ferrers Library on the evening of June 20<sup>th</sup>.

Tickets priced £8 are available from [essexbookfestival.org.uk](http://essexbookfestival.org.uk)

### **C24-24 Village Hall Electricity**

Council discussed the payment of the electricity bill for 2023/24.

It was proposed to defer the payment of the invoice until the Town Clerk had received all the information. The Town Clerk, Mayor and Deputy Mayor have permission to pay the bill on receipt of the paperwork. If not received this will be deferred to the next Council meeting on the 18<sup>th</sup> of June 2024.

**Proposal:** Councillor Humphrey

**Seconded:** Councillor Thompson

**Vote:** 3 abstain Vote carried

### **C24-25 Media Release**

- New Town Mayor and Deputy Town Mayor Councillor Shearring and Councillor Perham Lake respectively.

- Forward Plan
- Working Parties

**C24-26 Next Meeting**

Next meeting is to be held on 18th June 2024 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.50pm

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

Date: 18 June 2024