

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council meeting held on Tuesday 13<sup>th</sup>  
May 2025 at 7.30pm

### **Present:**

Councillor Shearring (Town Mayor in the Chair)

Councillor O'Brien  
Councillor Crosbie  
Councillor Bentley  
Councillor Barnett  
Councillor Eley  
Councillor Humphrey  
Councillor Price  
Councillor Ferry

Councillor Roberts  
Councillor Thompson  
Councillor Birch  
Councillor Massey  
Councillor Piesse  
Councillor Wilson  
Councillor Kelly  
Councillor Sherlock

In attendance: Town Clerk and one member of public

### **C25-124 Election of the Town Mayor for 2025/26**

In accordance with Standing Order 5e. nominations were invited for Town Mayor for the year 2025/26.

Councillor Shearring was proposed.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Thompson

**Vote: All in favour**

Councillor Shearring was duly elected as the Town Mayor for 2025 /2026 and signed his Declaration of Acceptance of Office.

### **C25-125 Election of the Deputy Town Mayor for 2025/26**

In accordance with Standing Order 5e. nominations were invited for Deputy Town Mayor for the year 2025/26.

Councillor Kelly was proposed.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Massey

**Vote: All in Favour**

Councillor Kelly was duly elected as the Deputy Town Mayor for 2025/ 2026.

### **C25-126 Apologies for Absence**

Apologies for Absence were **RECEIVED** and **ACCEPTED** from Councillors John and Perham Lake.

Absent Councillor Sismey

Council considered extended absence for a current elected councillor.

**Proposal:** To extend the absence for Councillor John for 6 months if required.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Humphrey

**Vote:** All in Favour

## **C25-127 Declarations of Interest**

### **Current Meeting**

**127.1** Councillor Roberts declared an other registerable interest in Agenda Item 11 Terms of Reference Village Hall Working Party.

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

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

## **C25-128 Confirmation of Minutes**

The minutes of the meeting held on 18th March 2025 were approved and were signed as a true record.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Crosbie

**Vote:** **Carried**

## **C25-129 Items to Note**

- David Buckett will complete the internal audit on 15/5/2025.
- Update from the SWF Scout Group on extending the lease
- Town Council Action Plan 24-27 to be reviewed at the next Council meeting on 17<sup>th</sup> June 2025.
- As agreed by the Town Clerk the VE/VJ sign has been installed by Chelmsford City Council on the Town Council sponsored roundabout at Inchbonnie Road on 1/5/25.

## **C25-130 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.

One members of the public were present.

No public questions raised

## **C25-131 Meeting Schedule 2025/2026**

Council to **NOTED** the meeting schedule circulated and attached to agenda.

## **C25-132 Reports from the Committee Chairmen**

### **132.1 Planning & Environment Committee**

It was **NOTED** that a meeting was held on 25/3/25 & 29/4/2025 report as attached to agenda. Chairman had nothing to add to the report.

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

It was **NOTED** that no meetings have been held since Council on 18/3/2025.

### **132.3 Finance & Projects Committee**

It was **NOTED** that a meeting was held on 8/4/25 report as attached to agenda. Chairman had nothing to add to the report.

### **132.4 Staffing Committee**

It was noted that a meeting was held on 12/5/25.

Town Clerk gave a verbal update to Council on the Events & Marketing Officer who will join the Council on the 21/5/2025.

## **C25-133 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**.

## **C25-134 Terms of Reference**

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

**Proposal:** To remove the Reports to The Town Council from the Council Terms of Reference

**Proposed:** Councillor Bentley

**Seconded:** Councillor Roberts

**Vote:** Carried  
2 Against

**Proposal:** To remove the wording executive Committee and replace with Committee from all the Terms of Reference.

**Proposed:** Councillor Roberts

**Seconded:** Councillor Sherlock

**Vote:** Carried  
2 Against  
1 Abstain

**Proposal:** To extend point 1 on the Events Community & leisure Committee Terms of Reference to read The bandstand usage, promotion, improvements and ongoing maintenance.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Humphrey

**Vote:** Carried  
2 Abstain  
1 Against

**Proposal:** To accept the Council and Committee Terms of Reference with above amendments

**Proposed:** Councillor Wilson  
**Seconded:** Councillor Humphrey  
**Vote:** Carried  
2 Against

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

**Proposal:** To remove the word Clubhouse from the Clubhouse Terms of Reference and change to Champions Manor Hall Working Party.

**Proposed:** Councillor Wilson  
**Seconded:** Councillor O'Brien  
**Vote:** All in Favour

**Proposal:** To accept the Village Hall Working Party Terms of Reference

**Proposed:** Councillor Wilson  
**Seconded:** Councillor Ferry  
**Vote:** Carried

**Proposal:** To remove specific names and reference areas to read land owned and maintained by the Town Council on the Open Spaces Working Party Terms of Reference.

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

## **C25-135 Election of Members of Council Committees for 2025/26**

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

In accordance with standing Order 5.j.vii:

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

**Proposal:** To agree the membership of the Planning & Environment Committee be as follows: Councillors Shearring, John, Thompson, Piesse, Birch, Sismey, O'Brien, Ferry, Wilson, Roberts and Price.

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

### **135.2 Election of the Chair and Vice Chair 2025/26**

It was proposed that Councillor O'Brien be the Chairman of Planning & Environment Committee.

**Proposal:** Councillor Thompson  
**Seconded:** Councillor Ferry  
**Vote:** All in Favour

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

**Proposal:** Councillor Piesse

**Seconded:** Councillor Thompson

**Vote:** All in Favour

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

**136.1 Proposal:** To agree the membership of the Events, Community & Leisure Committee be as follows: Councillors Humphrey, Kelly, Price, Massey, Crosbie, John, Sherlock, Perham Lake, Barnett.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Barnett

**Vote:** All in Favour

### **136.2 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 Massey

**Vote:** All in Favour

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

**Proposal:** Councillor Crosbie

**Seconded:** Councillor Humphrey

**Vote:** All in Favour

### **Finance & Projects Committee**

**137.1 Proposal:** To agree the membership of the Finance & Projects Committee be as follows: Councillors Shearring, Thompson, Eley, Bentley, Kelly, O'Brien, Massey, Crosbie, Wilson and Price.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Barnett

**Vote:** All in Favour

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

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

**Proposal:** Councillor O'Brien

**Seconded:** Councillor Kelly

**Vote:** All in Favour

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

**Proposal:** Councillor Thompson

**Seconded:** Councillor Crosbie

**Vote:** All in Favour

**Staffing Committee**

**138.1 Proposal:** To agree the membership of the Staffing Committee be as follows: Councillors Shearring, Kelly, Crosbie, Eley and Humphrey.

**Proposed:** Councillor Shearring

**Seconded:** Councillor Kelly

**Vote:** Carried

**138.2 Election of the Chair and Vice Chair**

It was **NOTED** that the Chair and Vice Chair of the Staffing Committee 2025/26 will be the Town Mayor Councillor Shearring and the Deputy Town Mayor Councillor Kelly

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

**Vote:** Carried

**C25-139 Nominations are requested for Members to serve on the following Working Parties:**

**139.1** To agree the membership of the Champions Manor Hall Working Party be as follows: Councillors Thompson, O'Brien, Crosbie, Massey, Price and Wilson.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Piesse

**Vote:** All in Favour

**139.2** To agree the membership of the Village Hall Agreement Working Party be as follows: Councillors Eley, Thompson, John and Wilson.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Wilson

**Vote:** All in Favour

**139.3** To agree the membership of the Open Spaces Working Party be as follows: Councillors Shearring, John, Wilson, O'Brien, Thompson and Bentley.

**Proposed:** Councillor Ferry

**Seconded:** Councillor Roberts

**Vote:** All in Favour

**139.4** To agree the membership of the Community Resilience Group be as follows: Councillors John, Eley, Perham Lake and O'Brien and Kelly.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Eley

**Vote:** All in Favour

**C25-140 Nominations of Council Representatives on Other Bodies for 2025/2026**

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

| <b>GROUP</b>  | <b>COUNCILLOR/S</b>                             | <b>COMMITTEE</b>       |
|---|---|------------------------|
| <b>ECC Transport Parish Councils Meeting</b>                | Councillor Sherlock                             | Planning & Environment |
| <b>Council Footpaths Officer</b>                            | Councillors Humphrey & Perham Lake              | Planning & Environment |
| <b>Chelmsford Association Local Councils Group</b>          | Councillor Barnett                              | Council                |
| <b>Health and Social Care Group</b>                         | Councillor Kelly                                | Council                |
| <b>Crouch Vale Quarterly Tenants Meeting</b>                | Councillor Kelly & Price                        | Council                |
| <b>RCCCT</b>  | Councillor Shearring                            | Planning & Environment |
| <b>Marsh Farm Forum</b>                                     | Councillor Shearring & Thompson                 | Planning & Environment |
| <b>Tree Warden Scheme</b>                                   | Councillor John                                 | Planning & Environment |
| <b>South Woodham Playing Field Management Committee (1)</b> | Deferred until Councillor nominated can confirm | Council                |
| <b>Village Hall Trust Management Committee</b>              | Councillor Wilson                               | Council                |

## **C25-141 Reports from Representatives of Outside Bodies by Lead Councillors**

**141.1 South Woodham Ferrers Village Hall Trust Management Committee** – Councillor Roberts thanked Councillor Shearring for Chairing the Village Hall AGM on 26<sup>th</sup> March 2025. Councillor Roberts updated Council on the first-floor construction issues and the appointment of a structural engineer to conduct an inspection of the flooring. For the Village Hall to comply with DDA - Disability Discrimination Act - a lift is required and the Village Hall will look to apply for funding.

**141.2 South Woodham Playing Fields Management Committee** – No update received.

## **C25-142 Town Council Policies**

In accordance with Standing Order 5.j.xvi to review the policies.

**Proposal:** To accept the Complaints Procedure, Publication Scheme and Risk Management Policy and Appraisal Policy as presented.

To accept the Community Engagement Policy with two amendments to the section Provision of Information.

**Proposal:** Councillor O'Brien

**Seconded:** Councillor Humphrey

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

#### **C25-143 Town Council Insurance**

In accordance with Standing Order 5.j.xiv the three-year agreement with Zurich ends on 1/6/2025. Council received a report including quotations for new Town Council insurance.

**Proposal:** To accept the new 2-year extension quotation from Zurich Insurance for £5,819.75 per annum.

**Proposal:** Councillor Birch

**Seconded:** Councillor Ferry

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

**Proposal:** To accept the new 1-year quotation from Zurich Insurance for the Town Council van insurance for £1,062.06 per annum.

**Proposal:** Councillor Wilson

**Seconded:** Councillor Kelly

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

#### **C25-144 Financial Regulations**

Council reviewed the Financial Regulations attached to the agenda.

**Proposal:** To accept the Financial Regulations recommended by the Finance & Projects committee on 8/4/2025.

**Proposal:** Councillor O'Brien

**Seconded:** Councillor Crosbie

**Vote:** **Carried**  
**1 Abstain**

#### **C25-145 Town Mayor's Engagements**

Council **NOTED** the recent events attended by the Town Mayor and Deputy Town Mayor in 2024/2025.

**8<sup>th</sup> June 2024** The Mayor attended D Day 80 event in South Woodham Ferrers

**23<sup>rd</sup> June 2024** – SWF Open Gardens attended by Town Mayor and Deputy Mayor along with the Town Mayor's Consort.

**30<sup>th</sup> June 2024** – Town Mayor and Deputy Mayor attended Armed Forces Day at Maldon Prom.

**10<sup>th</sup> August 2024** – Town Mayor attended the Echoes of History, Living History event at Whitehouse Farm.

**24<sup>th</sup> August 2024** – The Deputy Mayor attended the launch of the MUGA at South Woodham Ferrers Leisure Centre.

**28<sup>th</sup> September 2024** – Town Mayor and Consort attended the Swift Singers 35<sup>th</sup> Anniversary Concert at Holy Trinity Church.



**10th November 2024** – The Town Mayor and Consort and Deputy Mayor attended the Remembrance Sunday Service and Parade starting outside Holy Trinity Church.

**23rd November 2024** – The Town Mayor and Deputy Mayor attended the South Woodham Ferrers Christmas Fayre

**8th December 2024** - The Town Mayor and Deputy Mayor attended the Senior's Christmas Lunch at Champions Manor Hall

**13th December 2024** - The Town Mayor and Deputy Mayor attended the Town Carol Service held at Holy Trinity Church

**16th December 2024** - The Town Mayor attended the William De Ferrers Presentation Evening to present the winning pupil with the large cheque.

**20th December 2024** - The Town Mayor and Consort attended the Town Council Pantomime (Jack and the Beanstalk) held in the Dame Elizabeth Hall at William de Ferrers.

**17th January 2025** – The Town Mayor attended the Trinity St Mary Art Display

**24th January 2025** - The Town Mayor attended the Beach of Dreams Workshop at the Yacht Club.

**30th January 2025**- The Town Mayor attended Woodville School to discuss eco/environmental issues and initiatives in South Woodham Ferrers.

**23rd February 2025** - The Town Mayor and Consort attended the Maldon Town Council - Civic Service: A service for Volunteers 2025 at All Saints Church, High Street, Maldon.

**5th March 2025** - The Town Mayor and Consort along with the Deputy Mayor and their consort, Cllr. D Eley, attended the High Sheriffs Awards 2025 at Hylands House.

**21<sup>st</sup> March 2025** – the Town Mayor attended the Rotary Swimathon at the South Woodham Ferrers Leisure Centre.

**8<sup>th</sup> May 2025**- the Town Mayor attended the VE Day Lighting of the Beacon at the SWF Village Hall.

**11<sup>th</sup> May 2025** the Town Mayor attended the VE Day Seniors Sing-along at Champions Manor Hall

### **C25-146 Chelmsford City Council / Essex County Council**

Councillor Eley update on the leaflet regarding the Make Space for Girls Project. Cllr Eley & Sherlock attended an information session last Wednesday Cllr Eley opened the first space designed by students from Boswells in Central Park.

The CCC Community Team met with students from William de Ferrers School on Friday to design a space for Compass Gardens in SWF.

Councillor Sherlock updated that he was filmed in South Woodham Ferrers to promote the Explore Chelmsford Cycle routes and it was a lot of fun and I hope it encourages people to get back on a bike and explore all we have to see in SWF. The video and information are available on the Town council website.

On 28<sup>th</sup> March 2025 Cllr Sherlock was invited to attend a visit to the new Bow Bridge in Chelmsford and got to speak to people who built the bridge not in South Woodham Ferrers, but it was a very interesting visit and

good to look at the bridge up close and hear so much detail on the construction.

07<sup>th</sup> May 2025 Cllr Sherlock spent the day at the make space for girls' event at Chelmsford City Council, Cllr Donna Eley did the opening speech and cut the ribbon on a new installation in Central Park.

On 12<sup>th</sup> May 2025 Cllr Sherlock was invited to the Beach of Dreams event at SWFYC put on by CVS and got to wave the new silk pennants that have pictures telling the stories of who and what you find at our river and we looked at local history and what lives in the rivers and sea. This event was made possible thanks to Cllr Bob Massey allocating part of his locality fund. It was also said at this event about a very important film on the world's oceans -

Councillor Bob Massey updated the outgoing Mayor of Chelmsford asked me to thank the Town Council for the various invitations to events that she has attended over the past year.

### **Essex County Council:**

Councillor Massey reported that Essex Highways:

Cllr Massey continues to report potholes and footpath issues as they are reported to him by residents, or as he spots them on his journeys around town.

As always, he welcomes Town Councillors who identify issues to log them on the County Council 'Track It' page and advise him so that he can seek to prioritise.

### **Banking Hub**

Following the recent closure of the final bank branch in Maldon it was agreed that Maldon would host a 'banking hub' to ensure residents have access to cash.

Cllr Massey met with our MP, Sir John Whittingdale and requested that he investigate whether South Woodham would justify a similar banking hub. He has requested a review from LINK - who provide such hubs, and we await their report.

(Population of Maldon is 67,554, South Woodham Ferrers is 16,000)

### **Local Government Reorganisation**

The Ministry of Housing, Communities and Local Government - which is overseeing the devolution and Local Government Reorganisation process - responded positively to the Interim Proposals Plan submitted by the combined Essex councils (Essex County Council, Southend, Thurrock and district and city Councils) in March.

The next stage is the identification of a suitable structure for unitary authorities, to be submitted by September 26th this year. The government guidelines suggest unitary populations of around 500,000 residents, which

would tend towards four unitary authorities - the population of Essex is around 1.9 million.

Basildon and Thurrock are keen to create a fifth unitary together, but Thurrock's precarious debt situation (around £1.5 billion) makes a fifth unitary unlikely. The Government is committed to provide initial financial support for Thurrock's debt, but long-term resolution will be required.

Basildon and Thurrock together would have a population under 400,000.

#### **C25-147 Media Release**

- New Town Mayor and Deputy Town Mayor Councillor Shearring and Councillor Kelly respectively.
- Meeting Schedule.

#### **C25-148 Next Meeting**

Next meeting is to be held on 17th June 2025 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.32pm

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

Date: 17 June 2025