

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the Council meeting held on
Tuesday 17th June 2025
at 7.30pm
at Champions Manor Hall

Present:

Councillor Shearring (Chair)

Councillor Crosbie	Councillor Roberts
Councillor Eley	Councillor Barnett
Councillor Bentley	Councillor Piesse
Councillor Thompson	Councillor Sherlock
Councillor Massey	Councillor Wilson
Councillor Ferry	Councillor O'Brien

In attendance: Town Clerk and two members of public.

C25-149 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillor John, Birch, Kelly, Price, Perham Lake and Humphrey

Absent: Councillor Sismey

C25-150 Dispensation Considerations

None received.

C25-151 Declarations of Interest

None received.

C25-152 Confirmation of Minutes

The minutes of the Annual Council meeting held on 13th May 2025 were agreed and signed as a true record of the meeting.

Proposed: Councillor Massey

Seconded: Councillor O'Brien

Vote: All in favour

C25-153 Public Questions

A member of the Men's Shed gave an update on the situation with the group's current location and confirmed attendance at the Working Party agreed at Finance & Projects Committee meeting on the 3rd June 2025.

C25-154 Vacant Land at Uniform Youth Road

Councillors provided a verbal report to Council following an informal visit to the Uniform Youth site, where they met with the ATC Squadron Leader and inspected the vacant land. The purpose of the visit was to

gather information to support the Town Council in any future discussions concerning any potential use of the land.

7.45pm One member of public left the meeting.

C25-155 Earmarked Reserves

Council considered a recommendation from the Finance & Projects Committee on 3/6/25 for the following –

- Transfer from General Reserves to EMR 320 Bowling Green Replacement to £10,956.25 and then increase annually by £3,500.00.
- Transfer from General Reserves to EMR 390 Project Fund to a total of £15,000.00.
- Transfer from General Reserves to EMR 380 Playground Replacement to £50,000.00.

Proposal: To agree all the requested transfers to EMR.

Proposed: Councillor Bentley

Seconded: Councillor Eley

Vote: Carried

1 Abstain

C25-156 Reports from Committees are attached to the agenda.

The following reports were **NOTED**.

C25-156-1 Planning & Environment Committee

To note that a meeting was held on 27th May 2025.

C25-156-2 Events, Community & Leisure Committee

To note that a meeting was held on 20th May 2025.

C25-156-3 Finance & Projects Committee

To note that a meeting was held on the 3rd June 2025.

C25-156-4 Staffing Committee

To note no meetings have been held.

C25-157 Internal End of Year Audit 2024-5

Council **NOTED** the Internal End of Year Audit was carried out on the 15th of May 2025 and report attached to the agenda. No recommendations received.

C25-158 Clerks Report

Proposal: The Town Council will not promote the upcoming McCarthy Stone exhibition at the library and will wait until the Town Council are formally approached to consult on the planning application.

Proposed: Councillor Thompson

Seconded: Councillor Roberts

Vote: All in Favour

Council **NOTED** the report from the Town Clerk.

C25-159 CALC Chelmsford Association of Local Councils

Proposal: Council agreed the membership to CALC currently priced at £40.00 per year. The constitution was **NOTED**.

Proposed: Councillor O'Brien
Seconded: Councillor Bentley
Vote: All in Favour

C25-160 Champions Manor Hall Working Party

The Working Party gave a verbal update to Council regarding the last meeting held on 9/6/25. The Bowls Club are currently working on a project idea and another meeting will be arranged in due course.

C25-161 Review of Standing Orders

In accordance with Standing Orders 5.j.vi Council reviewed the Standing Orders. There has been an update to NALC Model Standing Orders 14 and 18.

Proposal: To accept the Standing Orders and amend Standing Orders 18v Financial Controls and Procurement value amount to £30,000.00.

Proposed: Councillor Eley
Seconded: Councillor Bentley
Vote: Carried
1 Abstain

C25-162 Review of Policies

In accordance with Standing Order 5.j.xvii to xviii Council reviewed the current policies attached to the agenda.

- IT Policy – changes for digital and data compliance 2025.
- FOI Scheme
- Press & Social Media policy
- Health & Safety Policy

Proposal: To accept all the policies.

Proposed: Councillor Crosbie
Seconded: Councillor Eley
Vote: All in Favour

C25-163 Annual Governance and Accountability Return 2024-25 (AGAR)

Following recommendation from the Finance & Projects Committee at the meeting held on 3rd of June 2025, Council approved the following:

C25-163.1 It was **AGREED** to complete and sign Section 1 of the Annual Return 2024/25.

Proposed: Councillor Eley
Seconded: Councillor Massey
Vote: **All in favour**

C24-163.2 It was **AGREED** to sign Section 2 of the Annual Return 2024/25.

Proposed: Councillor Bentley
Seconded: Councillor O'Brien
Vote: **All in favour**

C24-163.3 It was **NOTED** the period for the exercise of public rights will commence from Monday 23rd June – 1st August 2025. The notice dated 18th June 2025 will be put in place to this effect.

C25-164 Payment Authorisation

164 .1 Payment signatories

In line with financial regulation 7.1, Council discussed the appointment 6 signatories for 2025/26.

Proposal: To agree the 6 signatories remain from the previous year 2024/25. Councillors Piesse, Eley, Shearring, Kelly, Crosbie & O'Brien.

Proposed: Councillor Shearring

Seconded: Councillor Eley

Vote: All in Favour

164.2 Proposal: In line with Financial Regulation 2.6, Council approved the appointment of Councillor Price, as agreed by Finance & Projects Committee on 3rd June 2025 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 Sherlock

Seconded: Councillor Eley

Vote: All in Favour

C25-165 Proposed Base Station Upgrade SWF

Proposal: Town Clerk to send a thank you for the update in information and no additional comments from the Town Council.

Proposed: Councillor Ferry

Seconded: Councillor Eley

Vote: All in Favour

C25-166 Chelmsford City Council / Essex County Council

Chelmsford City Council

Councillor Sherlock – No update to report

Councillor Eley Reported –

On 20th May I attended the Chelmsford & Maldon Group of Neighbourhood Watch. We were given an update on Community Speedwatch (community.speedwatch@essex-fire.gov.uk) and the potential review on the role of Essex Watch Liaison Officers and the weekly data they produce. This was followed by a meeting in the evening with Inspector Waheed Kahn and other NHW groups from around Essex to discuss the possible impact the loss of these roles could have on NHW groups and especially the SWF group which is mainly based online.

I have more information on the "Make Space for Girls and gendering green spaces for young people in Essex" project. There have been 4 areas that have benefited one in Central Park, two parks in Maldon. And on Thursday I will be attending Angel Park in Broomfield to view

their new area. The Community Safety Team are working with pupils from William de Ferrers School currently.

Councillor O'Brien – No update to report

Councillor Massey – No update to report

Essex County Council

Council Massey Reported –

Banking Hub

Further to my report to the Town Council last month, Sir John Whittingdale has contacted me to advise that the 'Link' Access to Cash Review has determined that they *"did not find any gap in the cash access services available in the local area that causes a significant impact for the community."*

As such, they would not be recommending South Woodham as requiring a Banking Hub.

Highways

Essex Highways are, this week, effecting repairs in: Southern Drive, Benbow Drive, Albert Road and Abbotsleigh Road. These have been identified within the County Council's Members Highways Initiative. A drain gully on Gandalfs Ride is being scheduled for repair in July and further works are planned in Ferrers Road and Hullbridge Road for week commencing 18th August.

Local Government Reorganisation

Discussions continue regarding the optimum number of unitary authorities post devolution.

The recommendation will be presented to the Ministry of Housing, Communities and Local Government on 26th of September.

The election for the new Mayor of Essex will take place on May 7th next year, the various political parties are currently selecting their preferred candidates.

C25-167 Town Mayor's Announcements

A list of recent events attended by the Town Mayor attached to the agenda was **NOTED**. This is also on the Town Council website on the Town Mayor's Page

C25-168 Media Release

- Annual Governance and Accountability Return 2024-25 (AGAR)

C25-169 Next Meeting

The next Council meeting will be held on 21st October 2025 at 7.30pm.

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

Signed
(Chair of the Meeting)

Date: 21st October 2025