

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the Council meeting held on
Tuesday 21st October 2025
at 7.30pm
at Champions Manor Hall

Present:

Councillor Shearring (Chair)
Councillor Kelly (Deputy Chair)

Councillor Bentley
Councillor Birch
Councillor Crosbie
Councillor Eley
Councillor Ferry
Councillor John
Councillor Massey

Councillor O'Brien
Councillor Perham Lake
Councillor Price
Councillor Roberts
Councillor Sherlock
Councillor Thompson
Councillor Wilson

In attendance: Town Clerk and three members of public.

C25-187 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from
Councillor Barnett

Absent: Councillors Humphrey and Sismey.

Councillor Ferry joined the meeting at 7.35pm

C25-188 Dispensation Considerations

None received.

C25-189 Declarations of Interest

Councillor Roberts declared a registerable interest on item 17
Representatives on Outside Bodies – Village Hall Report

C25-190 Confirmation of Minutes

The minutes of the Council meeting held on 22nd July 2025 were agreed
and signed as a true record of the meeting.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: All in favour

C25-191 Public Questions

Three members of the public updated committee on agenda
item 6 proposed Clubhouse at Champions Manor Hall and
answered questions from members.

Councillor John joined the meeting at 7.42pm

C25-192 Proposed Clubhouse at Champions Manor Hall

Proposal: In accordance with Standing Order 3 d
Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Proposed: Councillor Shearring

Seconded: Councillor John

Vote: All in favour

Proposal: To agree in principle the proposal for a clubhouse at Champions Manor Hall subject to an agreed lease with a solicitor and the agreement of full planning permission.

Proposed: Councillor Crosbie

Seconded: Councillor John

Vote: All in Favour

8.08pm three members of the public left the meeting.

C25-193 Reports from Committees are attached to the agenda.

The following reports were **NOTED**.

C25-193-1 Planning & Environment Committee

To note that a meeting was held on 24th June 2025.

C25-193-2 Events, Community & Leisure Committee

To note that a meeting was held on 15th July 2025.

C25-193-3 Finance & Projects Committee

To note no meetings have been held since 3rd June 2025.

C25-193-4 Staffing Committee

To note that a meeting was held on 18th August and 21st October 2025.

C25-194 Items to Note

Council **NOTED** the Meeting Schedule has been revised to reflect the budget consideration for the committees. Events Community & Leisure will now be on the 4th of November 2025, and Finance & Projects meeting will follow on the 11th of November 2025. Revised schedule is attached to agenda.

C25-195 Bandstand Railings

Proposal: To accept the recommendation from Finance & Projects Committee (meeting held on 14 October 2025) to approve Quote A in the sum of £10,950.00 (excluding VAT) for a Bandstand improvement project comprising the installation of decorative railings with finials around the circumference and steps on both sides of the Bandstand, to enhance safety and aesthetic appearance. All metal work will be finished in the Town Council's standard blue. Budget allocation from EMR Project Fund.

Proposed: Councillor John
Seconded: Councillor O'Brien
Vote: Carried
1 Abstain

C25-196 Christmas Fayre – Town Council Stall

It was **AGREED** Councillors O'Brien, Massey, Sherlock, Price, Kelly and John would be available to oversee the Town Council stall at the Christmas Fayre on Saturday 22nd November 2025.
A rota will be circulated to members.

C25-197 Swimming Pool Contribution

Proposal: To agree the swimming pool contribution for 2025/26 of £10,000.00.
Proposed: Councillor O'Brien
Seconded: Councillor Massey
Vote: All in Favour

C25-198 YMCA Agreement 25/26

Council considered the Service level Agreement for 2025-26.
Proposal: To agree the recommendation from Events Community & Leisure Committee on 7/10/2025 for the payment of £8,112.00 to YMCA Essex for the continuation of the Youth Club for 2025-26.
Proposed: Councillor Eley
Seconded: Councillor Kelly
Vote: All in Favour

C25-199 Audit

Conclusion of Audit 2024-25

Proposal: Council **NOTED** the Section 3 report and the Conclusion of Audit Notice from PFK Littlejohn with no matters arising and no recommendations.
Council **NOTED** payment for the external audit 2024-25 at a cost of £1,638.00.
Council **NOTED** the internal audit date for 2025/26 will be completed on the 20th of October 2025.

C25-200 Payment Authorisation

In line with financial regulation 7.1, Council considered the appointment of one signatory for 2025/26 following the resignation of Councillor Piesse.
Proposal: To agree Councillor Massey will be a signatory for 2025/26.
Proposed: Councillor Kelly
Seconded: Councillor John
Vote: All in Favour

C25-201 William de Ferrers Annual Town Mayors Award

Conclusion of Audit 2024-25

Proposal: The Town Clerk to arrange a meeting with the Town Mayor and William de Ferrers School to discuss the scheme. The Budget for the Town Mayor's award to be increased to £250.00 and distributed at the Town Mayors discretion.
Proposed: Councillor Shearring

Seconded: Councillor Eley

Vote: All in Favour

C25-202 Review of Policies

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

- Grant Policy
- Hall Hire/Bandstand Grant Policy
- Forward Plan 2024-2027
- Document Retention Policy
- Volunteer Policy

Proposal: To accept the above policies as presented with no changes.

Proposed: Councillor John

Seconded: Councillor Kelly

Vote: Carried

1 Abstain

C25-203 Representative on Outside Bodies

Council received the collated responses from councillors by the Town Clerk minute ref C25-182 to consider a response to the CALC survey questions.

Proposal: To not send any response at this time.

Proposed: Councillor Shearring

Seconded: Councillor John

Vote: All in Favour

C25-204 Chelmsford City Council / Essex County Council

Chelmsford City Council

Councillor D Eley updated on a temporary change to Chelmsford & Maldon Police District Commander has temporarily been placed elsewhere in the County. His responsibilities are being undertaken by an inspector.

Councillor Terry Sherlock Updated on Essex County Council – Consulted on their new Transport Plan – 4, he was involved with preparing Chelmsford City Council response.

Working on issues of litter around Chelmsford Bus Station and hope to meet with the Chelmsford Litter Wombles and he will be informing them of how great the SWF Town Council litter volunteers are.

Haltwhistle Road, a local resident had a problem with a business blocking the road and he requested CCC Public health & Public places protection team to send a letter and the issue seems to have improved.

He attended the opening of Cycle Skills Circuit – in Admirals Park – Tower Garden, this old tennis court has been converted into a safe place for children and families to learn cycling skills. On the 14th of August 2025.

<https://www.chelmsford.gov.uk/leisure-centres/where/community-sport-and-wellbeing/cycle-skills-circuit/>

Councillor Sherlock attended the Essex Police one Board meeting.

Essex County Council

Council Massey Updated –
Highways

Essex Highways have reduced the speed limit on the A132 this week to 40mph pending the biennial repairs to the road surface.

They are also conducting repairs this week in: Baron Road, Butterbur Chase, Gandalfs Ride, Halyard Reach and Marsh Farm Road. These have been identified within the County Council's Members Highways Initiative.

Marsh Farm / Riverside

Residents have contacted me regarding 'vanners' that are parking overnight at the riverside car park. Some have been behaving in an antisocial and threatening manner.

The Country Parks team are erecting 'No Overnight Parking' signs and the County Council is working to move the 'vanners' on.

Local Government Reorganisation

As previously reported, Essex County Council recommended a three unitary option post Local Government Reorganisation to the Ministry of Housing, Communities and Local Government on 26th September.

Ten of the fifteen Essex local authorities are supporting a five unitary approach; this is also being supported by seven Essex MPs but will take longer to recoup the reorganisation costs.

A three Unitary would see Chelmsford in a Unitary Authority with Maldon, Brentwood, Harlow and Epping Forest.

The preferred five Unitary model would see Chelmsford combine with Brentwood and Maldon.

The Government will announce the chosen solution in the New Year.

C25-205 Town Mayor's Announcements

A list of recent events attended by the Town Mayor attached to the agenda was **NOTED**.

C25-206 Media Release

- Bandstand railings
- YMCA Essex Agreement 25/26.
- Swimming Pool contribution

C25-207 Next Meeting

The next Council meeting will be held on 18th November 2025 at 7.30pm.

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

Proposed: Councillor Shearring

Seconded: Councillor John

Vote: All in Favour

C25-208 Draft Lease Blue Cage

Proposal: To proceed with the lease agreement as presented.

Proposed: Councillor Bentley

Seconded: Councillor John

Vote: Carried

1 Abstain

C25-209 Staffing

The Town Clerk updated Council on staffing matters.

There being no further business to discuss the Town Mayor closed the meeting at 9.35pm.

Signed
(Chair of the Meeting)

Date: 18th November 2025