

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Council meeting held on  
Tuesday 18th November 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 O' Brien  
Councillor Price  
Councillor Roberts  
Councillor Sherlock  
Councillor Thompson  
Councillor Wilson

In attendance: Town Clerk and one member of public.

### **C25-210 Apologies for Absence**

Apologies for absence were **RECEIVED** and **ACCEPTED** from  
Councillors Massey, Perham Lake, Barnett and Sismey  
**Absent:** Councillor Humphrey & John

### **C25-211 Dispensation Considerations**

Councillor Roberts submitted a dispensation for agenda item 9 Review of  
Reserves submitted to the Town Clerk prior to the meeting.

### **C25-212 Declarations of Interest**

Councillor Roberts declared a pecuniary interest in Agenda item 9 and  
agreed no vote under a dispensation consideration.  
Councillor Kelly declared a non-registerable interest in Agenda item 11  
Bandstand railings project.

### **C25-213 Confirmation of Minutes**

The minutes of the Council meeting held on 21<sup>st</sup> October 2025 were agreed  
and signed as a true record of the meeting.

**Proposed:** Councillor Kelly

**Seconded:** Councillor O'Brien

**Vote:** All in favour

### **C25-214 Public Questions**

No public questions raised.

### **C25-215 Co-option Vacancy Elmwood Ward:**

Members were invited to select a new Councillor by co-option and considered the application form attached to the agenda. One application was withdrawn on Tuesday 18<sup>th</sup> November 2025.

7.35pm One member of public left the room.

**Proposal:** To accept Frances Knox as a new councillor by co-option for the Elmwood Ward.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Wilson

**2 Abstain**

**Vote:** Carried

7.40pm Councillor Knox joined the meeting and signed the Declaration of Office form.

### **C25-216 Reports from Committees are attached to the agenda.**

The following reports were **NOTED**.

#### **C25-216-1 Planning & Environment Committee**

To note that a meeting was held on 28<sup>th</sup> October and 7<sup>th</sup> November 2025.

#### **C25-216-2 Events, Community & Leisure Committee**

To note that a meeting was held on 4<sup>th</sup> November 2025.

#### **C25-216-3 Finance & Projects Committee**

To note that a meeting was held on 11<sup>th</sup> November 2025.

#### **C25-216-4 Staffing Committee**

To note that a meeting was held on 18<sup>th</sup> November 2025.

The ESO (Environment Support Operative) position has now been filled and the new staff member will start employment on Monday 24<sup>th</sup> November 2025 on a fixed term 6-month contract.

### **C25-217 Items to Note**

The following reports were **NOTED**:

- From the 1st of September 2025 Chelmsford City Councils basic allowance is £7050.00 per annum. The Town Council will reflect this increase in the next quarter payments to elected town Councillors in December 2025. Town Council basic allowance is now £705.00 per annum. (Ten percent of Chelmsford City Councillor allowance).
- The Town Mayor and Town Clerk have a meeting scheduled with William De Ferrers on the 18th of November 2025 to discuss the Town Mayors Award.
- The Application for a temporary ESO closed on 14/11/2025 and the Staffing Committee will be consulted in the recruitment process.
- To note Councillor Glenn Piesse resigned from the Town Council on 28/8/2025. Chelmsford City Council were notified the same day.

- The Inner Wheel sent a thank you to the Town Council for hosting the Arts & Craft Fair. A total of £548.50 was raised by the sale of refreshments and £520.00 on the raffle. Total raised £1,168.50.
- SWF Flower Club have sent a thank you for the Town Council Grant 25-26.
- The revised lease for the blue cage (Muga) has been sent to the solicitor for final amendments. The Town Clerk will send to the Playing Fields committee on receipt for their solicitor to review.

### **C25-218 Review of Reserves**

Council considered the report and recommendation from the Finance & Projects meeting on 11th November 2025.

**Proposal:** To note the review of reserves as presented and agree the following transfers from General Reserves to Earmarked Reserves.

Tree Works	£10,000.00	Tree survey 2026 and ongoing maintenance work
SWF Village Hall	£10,000.00	Support for future hall maintenance or improvement works
Events	£10,000.00	Provision for additional community events in 2026
Projects	£15,000.00	Funding for committee-led projects 2025–2027
Bandstand	£5,000.00	Maintenance and repainting works

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Bentley

**Vote:** Carried

### **C25-219 Review of Financial Regulations**

Council considered a recommendation from the Finance & Projects meeting on 11th November 2025 on financial regulation 6.9.iv transfer of funds between the two Unity Town Council bank accounts.

**Proposal:** To agree to increase the financial regulation 6.9.iv for transfers between the two Town Council Unity accounts to up to £50,000.00.

**Proposed:** Councillor Eley

**Seconded:** Councillor Roberts

**Vote:** All in Favour

### **C25-220 Bandstand Railings Project – Recommendation to include Galvanising Treatment**

Council considered the recommendation from the Finance & Projects meeting on 11th November 2025 to include a galvanising treatment to the railings.

**Proposal:** To agree to the galvanising treatment for the bandstand railings project at an additional cost of £873.00.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Sherlock

**Vote:** All in Favour

### **C25-221 Essex Community Initiative Fund**

Essex Community Initiative Fund is available and the closing date for applications is Friday 28th November 2025. Members to consider whether to apply for the grant and for which project, please note other projects could be considered if they meet the criteria.

**Proposal:** To not apply for the Essex Community Initiative Fund this year but look to consider future projects and consider an application next year.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Bentley

**Vote:** All in Favour

### **C25-222 Interim Audit**

Council **NOTED** the Internal Audit report attached to agenda and thanked the Town Clerk/Responsible Finance Officer.

### **C25-223 Review of Policies**

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

CiL Policy

Champions Manor Hall Hire Policy & Conditions of Hire

Data Protection & Information Security Policy

Strategic Risk Register

**Proposal:** To accept all the policies as presented with no amendments.

**Proposed:** Councillor Wilson

**Seconded:** Councillor Bentley

**Vote:** All in Favour

### **C25-224 Representative on Outside Bodies**

- Councillor Shearring updated on the Crouch Valley Coastal Community Annual General Meeting on 11/11/25. This group is ending and Councillor Shearring will update Council going forward of any future developments.
- Councillor Wilson updated Council as representative on the Village Hall committee.

## **C25-225 Chelmsford City Council / Essex County Council**

### **Chelmsford City Council**

Council received report(s) from City Councillors/County Councillor concerning matters of interest to South Woodham Ferrers.

Councillor Terry Sherlock updated Beaulieu Park train station opened on Sunday, October 26, 2025.

He attended the official opening on Monday 27th October 2025, it was great to see the new station and the arrival of a Steam Train at the event. Useful link with guides to the new station –

[www.chelmsford.gov.uk/parking-and-travel/beaulieu-park-railway-station/](http://www.chelmsford.gov.uk/parking-and-travel/beaulieu-park-railway-station/)

05th November 2025

He attended the West Essex Health & Care Conference at Epping Forest District Council, most of the day was focused on how the NHS was looking at new working practices and recruitment and training for working in the NHS. There was also a section for helping disable people to get into work, this included people with learning difficulties or people with autism spectrum disorder who require support. He was also impressed to hear all the work that the ARU are doing to make accessing medical school an option for the young people of Essex and keeping these people in Essex after they qualify. Particularly good to hear about the medical school that opened in 2018 – ARU School of Medicine, Chelmsford.

Rural Transport Pilot Project Showcase on the 13<sup>th</sup> of November 2025- Transport East webinar

Interesting solution for laying down a path or cycle route using large tiles made from recycled tyre rubber and this can be laid directly onto the ground; in the example it transformed a muddy track next to a farmer's field into a wide path.

Councillor Donna Eley updated that Chelmsford City Council has circulated information to residents regarding the garden waste sign up with payment by 21/1/26. Payment will be by telephone, online or annual direct debit.

Councillor Eley alongside the Town Council contacted Chelmsford City Council regarding the clean-up of Guild Way in town and this has since been actioned by Chelmsford City Council.

Councillor Murrough O'Brien attended a policy board meeting last week; he updated on the Local Plan and changes to the plan. Councillor O'Brien updated on development areas around South Woodham Ferrers within the local plan and reported on a change in the Masterplan process.

## **C25-226 Town Mayor's Announcements**

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

## **C25-227 Media Release**

- Councillor Frances Knox by co-option to represent the Elmwood Ward.

**Proposal:** The Town Mayor and Town Clerk to agree a media release regarding the Town Mayors Awards at William De Ferrers School when details are finalised with the school.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Bentley

**Vote:** All in Favour

**C25-228 Next Meeting**

An Extra Ordinary Council meeting will be held on 2nd December 2025 at 6.00pm.

There being no further business to discuss the Town Mayor closed the meeting at 8.43pm

Signed .....  
(Chair of the Meeting)

Date: 2nd December 2025