

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council meeting held on Tuesday 12<sup>th</sup>  
May 2026 at 7.30pm

### **Present:**

Councillor Shearring (Town Mayor in the Chair)

Councillor O'Brien	Councillor Roberts
Councillor Crosbie	Councillor Thompson
Councillor Bentley	Councillor Birch
Councillor Sherlock	Councillor Massey
Councillor Eley	Councillor Wilson
Councillor Price	Councillor Kelly
Councillor Ferry	Councillor Perham Lake
Councillor Cash	Councillor Knox

In attendance: Town Clerk and two members of public

Councillor Shearring opened the meeting and thanked Councillors and Staff for the support over the last two years. He declared he would not be standing for 2026/27.

### **C26-282 Election of the Town Mayor for 2026/27**

In accordance with Standing Order 5e. nominations were invited for Town Mayor for the year 2026/27.

Councillor Kelly was proposed.

**Proposed:** Councillor Ferry

**Seconded:** Councillor Cash

Councillor Perham Lake was proposed.

**Proposed:** Councillor Eley

**Seconded:** Councillor Bentley

Councillor Massey was proposed.

**Proposed:** Councillor Thompson

**Seconded:** Councillor O'Brien

Councillor Kelly did not accept the nomination and this was withdrawn.

**Vote:** Councillor Perham Lake five votes.

Councillor Massey twelve votes.

Councillor Massey was duly elected as the Town Mayor for 2026 /2027 and signed his Declaration of Acceptance of Office.

### **C26-283 Election of the Deputy Town Mayor for 2026/27**

In accordance with Standing Order 5e. nominations were invited for Deputy Town Mayor for the year 2026/27.

Councillor Kelly was proposed.

**Proposed:** Councillor Ferry

**Seconded:** Councillor Cash

**Vote: All in Favour**

Councillor Kelly was duly elected as the Deputy Town Mayor for 2026/ 2027.

### **C26-284 Apologies for Absence**

Apologies for Absence were **RECEIVED** and **ACCEPTED** from Councillors Sismey and Barnett.

### **C26-285 Declarations of Interest**

#### **Current Meeting**

**285.1** No declaration of interest received.

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

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

### **C26-286 Confirmation of Minutes**

The minutes of the meeting held on 24th March 2026 were approved and were signed as a true record.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Kelly

**Vote: All in Favour**

### **C26-287 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.

2nd Woodham Ferrers Scout Group gave an update to Council on Agenda item 8 Proposal for Lease of Council-Owned Land (Plot 11a) for 2nd Woodham Ferrers Scout Group.

### **C26-288 Items to Note**

- Mr David Buckett will complete the internal audit on 14/5/2026.
- The Annual Report 2026 attached to agenda.
- EALC & NALC Affiliations Fees 2026/2027 have been paid - £1,734.42.
- The first precept payment was received from Chelmsford City Council on 24 April 2026 for £234,040.00.
- The quotation 2026/27 from Chelmsford City Council for the Garden of Remembrance Locking and Unlocking gates is £5,372.98 (excluding VAT).
- To NOTE payments over £500.00 for 2025/26 for transparency and audit purposes.

### **C26-289 Proposal for Lease of Council-Owned Land (Plot 11a) for 2nd Woodham Ferrers Scout Group.**

Council considered and discussed the request for the use of vacant land at the Salthaven Road.

**Proposal:** To set up a working party to investigate a lease and consider the right way forward for the proposal.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Kelly

**Vote: All in Favour**

Councillors Kelly, Shearring, Crosbie, O'Brien, Thompson, Birch. Eley and Wilson to be included in the working party.

Two members of public left the meeting at 8.12pm.

### **C26-290 John Cox**

Council considered the recommendation from Planning & Environment (Minute Ref PE-25-393) and Finance & Projects Committee (Minute Ref FP25-171).

**Proposal:** To progress the John Cox project for £17,398.00 from Farm & Country.

**Proposed:** Councillor Thompson

**Seconded:** Councillor O'Brien

**Vote: All in Favour**

**Proposal:** To allocate the expenditure for the John Cox project from the EMR CiL Monies 395 (£14,841.45) and EMR CiL Monies 2021-2022 (£9,509.32).

**Proposed:** Councillor Eley

**Seconded:** Councillor Wilson

**Vote: All in Favour**

### **C26-291 Reports from the Committee Chairmen**

#### **291.1 Planning & Environment Committee**

It was **NOTED** that a meeting was held on 31/3/25 & 28/4/2026 report as attached to agenda.

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

It was **NOTED** that no meetings have been held since Council on 14/4/2026. The Chair requested councillor volunteers for the Summer Event on Saturday 11<sup>th</sup> July 2026.

#### **291.3 Finance & Projects Committee**

It was **NOTED** that a meeting was held on 7/4/26 report as attached to agenda.

#### **291.4 Staffing Committee**

It was noted that a meeting was held on 12/5/26. Councillor Shearring updated Council.

### **C26-292 Meeting Schedule 2026/27**

Council **NOTED** that due to the absence of business for consideration, the Events, Community & Leisure meeting scheduled for 19<sup>th</sup> May 2026 has been cancelled. The amended meeting schedule was circulated with the agenda.

### **C26-293 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**.

### **C26-294 Terms of Reference**

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

**Proposal:** To accept Council, all committees and Working Party Terms of Reference as presented with no amendments

**Proposed:** Councillor Crosbie

**Seconded:** Councillor O'Brien

**Vote:** All in Favour

### **C26-295 Election of Members of Council Committees for 2026/27**

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

**In accordance with standing Order 5.j.vii:**

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

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

#### **295.2 Election of the Chair and Vice Chair 2026/27**

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

**Proposal:** Councillor Thompson

**Seconded:** Councillor Ferry

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

**Proposal:** Councillor Bentley

**Seconded:** Councillor Shearring

**Vote:** Councillor O'Brien three votes.

Councillor Wilson eight votes.

Councillor Wilson was elected as Chair of Planning & Environment Committee.

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

**Proposal:** Councillor Eley

**Seconded:** Councillor Shearring

**Vote:** All in Favour

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

**296.1 Proposal:** To agree the membership of the Events, Community & Leisure Committee be as follows: Councillors Kelly, Price, Massey, Crosbie, Sherlock, Perham Lake, Barnett, O'Brien and Knox.

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

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

**Proposal:** Councillor Kelly

**Seconded:** Councillor Price

**Vote:** All in Favour

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

No further nominations were received for the position of Vice-Chair. In the circumstances, Council agreed to appoint Councillor O'Brien, notwithstanding their existing appointment as Vice-Chair of Planning & Environment committee made earlier in the meeting.

**Proposal:** Councillor O'Brien

**Seconded:** Councillor Crosbie

**Vote:** All in Favour

### **Finance & Projects Committee**

**297.1 Proposal:** To agree the membership of the Finance & Projects Committee be as follows: Councillors Shearring, Thompson, Eley, Bentley, Kelly, Cash, Massey, Crosbie, Wilson, Price, Roberts

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

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

**Proposal:** Councillor Eley  
**Seconded:** Councillor Crosbie  
**Vote:** All in Favour

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

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

### **Staffing Committee**

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

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

It was **NOTED** that the Chair and Vice Chair of the Staffing Committee 2026/27 will be the Town Mayor Councillor Massey and the Deputy Town Mayor Councillor Kelly

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

### **C26-299 Nominations are requested for Members to serve on the following Working Parties:**

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

**299.2** To agree the membership of the Local Government Reorganisation Working Party be as follows: Councillors Shearring, Wilson, O'Brien, Price and Bentley.

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

**299.4** To agree the membership of the Community Resilience Group be as follows: Councillors Eley, Perham Lake, Knox, Sherlock and Kelly.

**Proposal:** To accept all membership to all committees and Working Parties  
**Proposed:** Councillor Kelly  
**Seconded:** Councillor O'Brien  
**Vote:** All in Favour

### **C26-300 Nominations of Council Representatives on Other Bodies for 2026/2027**

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 Bentley & Cash	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>Marsh Farm Forum</b>	Councillor Shearring & Thompson	Planning & Environment
<b>South Woodham Playing Field Management Committee (1)</b>	Councillor Wilson	Council
<b>Village Hall Trust Management Committee</b>	Councillor Wilson	Council

**Proposal:** To accept Council Representatives on Other Bodies for 2026/2027.

**Proposed:** Councillor Eley

**Seconded:** Councillor Roberts

**Vote:** All in Favour

## **C26-301 Reports from Representatives of Outside Bodies by Lead Councillors**

- **301.1 South Woodham Ferrers Village Hall Trust Management Committee** – Councillor Wilson updated Council that he attended the latest meeting on 11/5/2026. The Village Hall is managing its affairs well as far as he can tell. A working group has been set up to progress CIO status, giving the Village Hall potentially more independence. They have approximately £25k in bank accounts as per 2<sup>nd</sup> March. The accounts are all independently examined. Car park dispute incurred legal fees, but Village Hall has now cancelled the contract following advice from a solicitor. Family Nights restarted in February with eight families attending - he attended one in May, next one in July. Management committee were disappointed that SWF Town Council Event – Saturday 11th July Country & Western event is no longer going ahead on Playing Field but relocated to William de Ferrers School Field with a loss in potential income. Emphasises need for Town Council to have a representative on the playing field committee which is separate from the Village Hall. Players’ Lounge floor restoration project likely to be restarted and working group established. The new Chairman voted at AGM is Clive Alexander, Treasurer Dave Frost, Secretary Ian Roberts. The next meeting is 10 July.

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

## **C26-302 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 as presented.

**Proposal:** Councillor O Brien

**Seconded:** Councillor Wilson

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

## **C26-303 Town Council Insurance**

In accordance with Standing Order 5.j.xiv the two-year agreement with Zurich ends on 1/6/2027.

Council **NOTED** the insurance for 2026/27 is £6,038.85 an increase from 2025/26 of £215.00 due to index linking.

**Proposal:** To accept the 1-year quotation 2026/27 from Zurich Insurance for the Town Council van insurance for £1,114.89 per annum.

**Proposal:** Councillor Kelly

**Seconded:** Councillor Crosbie

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

## **C26-304 Financial Regulations**

Council reviewed the Financial Regulations attached to the agenda.

**Proposal:** To accept the Financial Regulations recommended by the Finance & Projects committee on 3/3/2026.

**Proposal:** Councillor Thompson

**Seconded:** Councillor Kelly

**Vote:** **All in favour**

Councillor Crosbie left the meeting for the following item 8.59pm

### **C26-305 The Cube Full Variation**

Council considered comments in respect of the Full Variation to premises licence under the Licensing Act 2003. Deadline for comments is the 22 May 2026 with no power for extension.

**Proposal:** The Town Clerk to write to the Licensing at Chelmsford City Council to express comments from the members by the deadline date of 22/5/2026.

**Proposal:** Councillor Massey

**Seconded:** Councillor Birch

**Vote:** **All in favour**

Councillor Crosbie joined the meeting for the following item 9.08pm

### **C26-306 Town Mayor's Engagements**

Council **NOTED** the recent events attended by the Town Mayor and Deputy Town Mayor in 2025/2026. The Council thanks Councillor Alan Shearring on behalf of the town for his two-year service.

**18<sup>th</sup> May 2025** – The Town Mayor and Consort attended the 50th Anniversary of the Masonic Housing Association at Saxon Hall in Southend-on-Sea.

**25<sup>th</sup> May 2025** – The Town Mayor attended the Bowls Club Open Day at Champions Manor Hall.

**8<sup>th</sup> June 2025** - The Mayor and Consort attended the 50th Anniversary Celebration of SWF Yacht Club.

**14<sup>th</sup> June 2025** – The Town Mayor and consort attended the Library dementia friendly sing-along at South Woodham Ferrers Library.

**14<sup>th</sup> June 2025** – The Town Mayor attended Let's Get Green event - part of Great Big Green Week hosted by the South Woodham Ferrers.

**22<sup>nd</sup> June 2025** - The Town Mayor and Consort along with the Deputy Mayor attended the Annual Civic Service at Chelmsford Cathedral.

**29<sup>th</sup> June 2025** - The Town Mayor attended Maldon Armed Forces Day at Promenade Park, Maldon.

**12<sup>th</sup> July 2025** - The Town Mayor and Deputy Mayor attended the 80s Summer Event at South Woodham Ferrers Village Hall Playing Field.

**9<sup>th</sup> August 2025**

The Town Mayor and Consort attended the Echoes of History Show at The Living Memorial, Rettendon Common.

**15<sup>th</sup> August 2025**

The Town Mayor opened the new Sluice Gate Artwork at the Washlands Sluice Gate.

**31<sup>st</sup> August 2025**

The Town Mayor and Consort attended the Merchant Navy Day Commemorative Service at The Hythe, Church Street, Maldon.

**13<sup>th</sup> September 2025**

The Town Mayor along with the Deputy Mayor attended the 30th Anniversary of Garden of Remembrance and unveiled the commemorative plaque as well as the new Letters to Heaven Post box.

**16<sup>th</sup> September 2025**

The Town Mayor and Deputy Town Mayor attended 200-year celebration of UK Railways hosted by the South Woodham Ferrers Station Adopters at Champions Manor Hall.

**27<sup>th</sup> October 2025**

The Town Mayor attended Hamilton Court to thank the residents for their hard work in assembling the soldier which was sat on the bench outside Champions Manor Hall.

**9<sup>th</sup> November 2025**

The Town Mayor along with his Consort and Deputy Mayor attended the Remembrance Sunday Service and Parade.

**11<sup>th</sup> November 2025**

The Town Mayor attended the Crouch Valley Coastal Community Steering Group AGM.

**22<sup>nd</sup> November 2025**

The Town Mayor and Deputy Mayor attended the Christmas Fayre and chose their winners of Best Festive Stalls.

**7<sup>th</sup> December 2025**

The Town Mayor and Deputy Mayor attended the Seniors Christmas Party at Champions Manor Hall.

**15<sup>th</sup> December 2025**

The Deputy Mayor attended the William de Ferrers Presentation evening and presented the winner with a cheque and trophy.

**18<sup>th</sup> December 2025**

The Town Mayor along with his Consort and Deputy Mayor attended the Town Carol Service at Holy Trinity Church.

**7<sup>th</sup> February 2026**

The Town Mayor with his Consort attended the 100<sup>th</sup> Birthday celebration of Jean Purse at Hamilton Court.

**5<sup>th</sup> March 2026**

The Town Mayor and Deputy Mayor attended the Safe Space for Girls at William de Ferrers School.

**14<sup>th</sup> March 2026**

The Deputy Mayor attended the Chameleon Theatre Arts Community Family Fun Day at Unit 7a Blackall Industrial Estate.

**15<sup>th</sup> March 2026**

The Town Mayor along with his Consort attended the Maldon Town Mayor's Civic Service at United Reform Church.

**20<sup>th</sup> March 2026**

The Town Mayor attended the Rotary Swimathon at SWF Leisure Centre.

**25<sup>th</sup> March 2026**

The Town Mayor attended the AGM for both the Playing Field Committee and the South Woodham Ferrers Village Hall.

**18<sup>th</sup> April 2026**

The Town Mayor attended the Joint Concert with Swift Singers and Croydon Male Voice Choir at Holy Trinity Church.

**25<sup>th</sup> April 2026**

The Town Mayor attended and opened the The Book Nut Shop grand opening.

**9<sup>th</sup> May 2026**

The Town Mayor along with his Consort attended the Service of Thanksgiving and Re-dedication of Burnham on Crouch Lifeboat Station at Burnham on Crouch Lifeboat Station.

In addition to these on 27<sup>th</sup> October 2025 the Town Mayor and Deputy Mayor were invited to have photos taken with the Station Adopters to commemorate the award received from Greater Anglia for Highly Commended, Best Community Involvement.

**C26-307 Chelmsford City Council / Essex County Council**

Councillor Eley updated due to the pre-election period, I do not have anything to report other than I chose not to stand as a Cabinet Member in this year's reshuffle at Chelmsford City Council due to personal commitments. She met with Stuart Cooper from Stow Maries Opposition Group, Cllr Kevin Lagan, Chairman of Maldon District Council and the then out-going ECC Councillor for Maldon South Jane Fleming to discuss the proposed development of 1700+ houses adjacent to our border with

Maldon District Council. Planning Officers at Chelmsford City Council are aware I was attending the meeting. We had a short tour around the area proposed for development and it covers an extensive area both sides of the B1012.

Councillor Sherlock thanked Councillor Bob Massey for his time and all information reported to Council during his time as a County Councillor. He addressed the concerns for wheelchair users using the railways. Legislation wise rail companies have Crown Immunity from certain parts of the Equality Act 2010. When the DDA 1995 (Disability Discrimination Act) was introduced Crown Immunity to Rail, Ferry's & Aircraft were granted under the Labour Government. These abstentions were then extended by governments that followed. Most of our railway platforms are of Victorian design, some such as Stratford, St Pancras, Beaulieu now boast level platforms into and off modern train carriages. The vast majority of train platforms are inaccessible other than with the use of a ramp.

Manual handling, health & safety then kick in, as well as training and having the time and manpower to effect safe transition for the wheelchair user.

Unfortunately, Train operators use staff numbers and other reasons not to support wheelchair users.

[Accessible Train Travel and Facilities | National Rail](#)

Councillor O'Brien reported he attended a debrief on the local plan but due to the pre-election period nothing else to report.

Councillor Bob Massey updated City Councillors were invited to a briefing this evening (May 12th) regarding the updated Chelmsford Local Plan, which will be reviewed at the Policy Board on May 18th. The annual meeting of the City Council will take place tomorrow (May 13th) when the new Cabinet will be announced and the new Mayor of Chelmsford will be installed.

### **Essex County Council:**

As members are doubtless aware, this is the last update to the Town Council as County Councillor.

Councillor Massey reported that Essex Highways:

This was reported at the March meeting but repeated again so all members and residents are aware.

### **A132**

Essex Highways are, once again, effecting repairs to the A132 between Shaw Farm and the Rettendon Turnpike, overnight this week.

As I have reported previously, the Cabinet Member for Highways also kicked off a project to determine the cost of a rebuild to support the next fifty years, the initial estimate that I heard was around £20 million pounds.

We will see what the new administration's appetite is for such a significant investment.

### **Asda Pedestrian Crossing**

Essex County Council will - this Thursday 14/5/2026 - publish the Traffic Regulation Order (TRO) for the upgrade of the 'Asda' Zebra Crossing, to a Signalised (Puffin) Pedestrian Crossing.

Comments will be accepted until 5th June, and the Clerk will ensure it is on the agenda for the Planning & Environment committee on May 26th.

As I also reported previously, it has taken me five years of campaigning to secure the significant funding required, the upgrade will take place during the school summer holidays.

Councillor Alan Shearring thanked Councillor Massey for all his updates from Essex County Council.

### **C26-308 Media Release**

- New Town Mayor and Deputy Town Mayor Councillor Massey and Councillor Kelly, respectively.
- Meeting Schedule amendment.

### **C26-309 Next Meeting**

Next meeting is to be held on 23rd June 2026 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.20pm

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

Date: 23 June 2026