

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council held on Tuesday 12th May 2020,  
at 8.00 pm  
held remotely via zoom

### **Present:**

Councillor A Shearring (Town Mayor in the Chair)  
Councillor B Massey (Town Mayor in the Chair from item 1)

Councillor O' Brien	Councillor J Birch
Councillor R Crosbie	Councillor D Eley
Councillor I Hammond	Councillor A Humphrey
Councillor A John	Councillor M Lobar
Councillor A Shearring	Councillor I Roberts
Councillor J Burman	Councillor J Miller
Councillor L Kelly	Councillor K Bentley
Councillor M Sismey	

In attendance: Town Clerk , Peter Blackman Chairman of the SWF Health and Social Care Group

One-minute silence was held to remember those who have lost their lives through the Covid-19 Pandemic.

### **C104 Election of the Town Mayor for 2020/21**

Nominations were invited for Town Mayor for the year 2020/21.

Councillor Massey was proposed by Councillor Birch and seconded by Councillor John there being no other nominations Councillor Massey was unanimously elected as Town Mayor. The existing Town Mayor Councillor Shearring thanked the Deputy Town Mayor Councillor Birch, Town Clerk and fellow Councillors for their support during the year especially during the past couple of months during the Covid -19 Pandemic. Newly appointed Town Mayor Councillor Massey thanked them for all their hard work.

### **C105 Declaration of Acceptance of Office by the Town Mayor for 2020/21**

Councillor Massey verbally confirmed his Declaration of Acceptance of Office, due to social distancing the Acceptance of Office will be signed at a later date.

### **C106 Election of Deputy Town Mayor for 2020/21**

Nominations were invited for Deputy Town Mayor for the year 2020/21.

Councillor O'Brien was proposed by Councillor Humphrey and seconded by Councillor Crosbie. Councillor Birch was proposed by Councillor Kelly and seconded by Councillor Miller. A vote was taken, Councillor Birch received 5 votes, Councillor O' Brien received 9, Councillor O'Brien was duly elected.

### **C107 Apologies for Absence**

Apologies for absence were received and accepted from Councillor Wyatt and Councillor Ferry. Councillor Ferry had tried to access the zoom meeting but was unsuccessful, Town Clerk did not verbalise Councillor Ferry's apologies during the

meeting, but an email was received whilst the meeting was in progress.

**C108 Declarations of Interest**

**.1 Current Meeting**

There were no declarations of interest.

**.2 Registration of Members' Interests**

It was noted that Councillors had been issued with a register of interest form. If any amendments needed to be made then the completed forms should be returned to the office.

**C109 Confirmation of Minutes**

The minutes of the meeting held 10<sup>th</sup> March 2020 were approved as a true record of the meeting and would be signed by the Town Mayor at a later date.

**C110 Public Questions**

No members of the public were present.

**C111 Covid 19 Update**

The report circulated with the agenda was noted and Councillors were given the opportunity to ask questions.

**C112 Reports from Committee Chairmen**

**.1 Environment Committee**

Due to COVID-19 Pandemic and associated restrictions no meetings have been held since 10<sup>th</sup> March 2020

**.2 Leisure Committee**

Due to COVID-19 Pandemic and associated restrictions no meetings have been held since 10<sup>th</sup> March 2020

**.3 Planning Committee**

Councillor Roberts provided a verbal update stating that despite meetings not being held all planning applications received had been considered and comments submitted to Chelmsford City Council. In response to the Bradwell B Consultation a focus group will be formed to review the consultation. A final report will be prepared and considered at the Planning meeting on 30<sup>th</sup> June.

**.4 Policy and Resources Committee**

Due to COVID-19 Pandemic and associated restrictions no meetings have been held since 10<sup>th</sup> March 2020

**.5 Neighbourhood Plan Committee**

Due to COVID-19 Pandemic and associated restrictions no meetings have been held since 10<sup>th</sup> March 2020. Councillor O'Brien reported that the Regulation 14 consultation had been completed and sufficient responses had been received to complete the stage. A committee meeting would be set in the near future to consider the recommended amendments.

**Masterplan Committee**

**.6** Due to COVID-19 Pandemic and associated restrictions no meetings have been held since 10<sup>th</sup> March 2020; at the current time, the Masterplan will not be going out to public consultation. Although Devcomms would be providing a verbal update on Friday 15<sup>th</sup> May of the

current position to the Chair of the Masterplan Committee.

**C113 Terms of Reference**

Due to the current situation it was agreed that the existing terms of reference remain in situ until 8th September 2020.

**C114 Election of Members of Council Committees for 2020/21**

**.1 Environment Committee (up to 12 Members)**

The membership of the Environment Committee was **AGREED** as follows: Councillors Bentley, Wyatt, Shearring, Kelly, Eley, Birch and John.

**.2 Election of Chairman and Vice Chairman of the Environment Committee for 2020/21**

Chairman: Councillor Bentley was proposed by Councillor Eley. There being no other nominations, Councillor Bentley was duly elected Chairman of the Environment Committee for the year 2020/21. Councillor John proposed himself as Vice-Chairman, there being no other nominations, Councillor John was duly elected Vice Chairman of the Environment Committee.

**.3 To appoint one member of the Environment Committee to the Policy and Resources Committee**

Councillor Birch was duly appointed to the Policy and Resources Committee for the year 2020/21.

**.4 To appoint one member of the Environment Committee to the Staffing Committee**

Councillor Kelly was duly appointed to the Staffing Committee for the year 2020/21.

**C115 .1 Leisure Committee**

**Leisure Committee (up to 12 Members)**

The membership of the Leisure Committee was **AGREED** as follows: Councillors Bentley, Wyatt, Kelly, Burman, Lobar, Humphrey, John, Massey, O'Brien, Crosbie, and Miller.

**.2 Election of Chairman and Vice Chairman of the Leisure Committee for 2020/21**

Chairman: Councillor Crosbie was proposed by Councillor Humphrey, there being no other nominations Councillor Crosbie was duly elected Chairman of the Leisure Committee for 2020/21.

Vice Chairman: Councillor Humphrey was proposed by Councillor Crosbie there being no other nominations Councillor Humphrey was duly elected Vice Chairman of the Leisure Committee for 2020/21.

**.3 To appoint one member of the Leisure Committee to the Policy and Resources Committee**

Councillor Miller was duly appointed to the Policy and Resources Committee for the year 2020/21.

**.4 To appoint one member of the Leisure Committee to the Staffing Committee**

Councillor Humphrey was duly appointed to the Staffing Committee for the year 2020/21.

- C116 .1 Planning Committee**  
**Planning Committee (up to 12 Members)**  
 The membership of the Planning Committee was **AGREED** as follows:  
 Councillors Roberts, Hammond, Eley, Ferry, Sismey, John and Burman.
- .2 Election of Chairman and Vice Chairman of the Planning Committee for 2020/21.**  
 Chairman: Councillor Roberts was proposed by Councillor Eley and there being no other nominations, Councillor Roberts was duly elected Chairman of the Planning Committee for the year 2020/21.  
 Vice Chairman: Councillor John was elected as the Vice-Chairman of the planning committee for the year 2020/21.
- .3 To appoint one member of the Planning Committee to the Policy and Resources Committee**  
 Councillor Eley was duly appointed to the Policy and Resources Committee for the year 2020/21.
- .4 To appoint one member of the Planning Committee to the Staffing Committee**  
 Councillor Roberts was duly appointed to the Staffing Committee for the year 2020/21.
- C117 Masterplan Committee**  
**Masterplan Committee (Up to 8 members)**  
 The membership of the Planning Committee was **AGREED** as follows:  
 Councillors O'Brien, Eley, Ferry, Shearring, Hammond and Birch  
**Election of Chairman and Vice Chairman of the Masterplan Committee**  
 Chairman: Councillor O' Brien was proposed by Councillor Birch, there being no other nominations Councillor O'Brien was duly elected.  
 Vice Chairman: Councillor Hammond nominated himself for the role, there being no other nominations Councillor Hammond was duly elected as the Vice Chairman of the Masterplan Committee.
- C118 Neighbourhood Plan Committee**  
 The membership of the Neighbourhood Plan Committee was **AGREED** as follows:  
 Councillors O' Brien, Eley, Roberts, Bentley, Hammond and Shearring.  
**Election of Chairman and Vice Chairman of Neighbourhood Plan Committee**  
 Chairman: Councillor O' Brien was proposed by Councillor Eley, there being no other nominations, Councillor O'Brien was duly elected Chairman of the Neighbourhood Plan Committee for 2020/21.  
 Vice-Chairman: Councillor Eley was proposed by Councillor O'Brien, there being no other nominations Councillor Eley was duly elected Vice – Chairman of the Neighbourhood Plan Committee.

**C119 Election of Working Parties and Sub Committees 2019/20  
(reporting to Council)**

**Community Resilience Team (reporting to Council)**

The membership was **AGREED** as follows: Councillors Birch, John, Kelly, Burman and Miller

**Youth Club Working Party (reporting to Leisure)**

The membership was **AGREED** as follows: Councillors Bentley, Kelly, Burman, John, Crosbie, Humphrey, O'Brien

**C120 Nominations of Council Representatives on Other Bodies 2020/21**

<b>Body</b>	<b>Willing to serve 2020/21</b>	<b>Reporting to</b>
Champions Manor Hall Users' Group	Town Mayor, Deputy Town Mayor	P&R
Chelmsford Borough and Basildon District Councils – Parish Passenger Transport	Councillor Bentley	Env
Council Footpaths Officer	Councillor Bentley Councillor Hammond	Env
Larger Local Councils Forum	Councillor Miller	P & R
Chelmsford Local Councils Group	Councillor Roberts	P & R
Health and Social Care Group	Councillor Kelly	Council
Crouch Vale Quarterly Tenants Meeting	Councillor Birch, John and Kelly	Council
Marsh Farm Forum	Councillor Shearring	Env
Path to Prosperity	Councillor Shearring	Env
Tree Warden Scheme	Councillor John	Env
Pool project Group	Town Mayor, Chairman and Vice-Chairman of Leisure	Leisure
South Woodham Playing Field Management Committee	Councillor Hammond	Council
Village Hall Trust Management Committee	Councillor Roberts	Council

**C121 Annual Report from the Health and Social Care Group**

It was noted that the report circulated was not the annual report, this will be received at the June Council meeting. The Health and Social Care group provide a report to date which was noted. The group were thanked for their support and volunteer work during the Covid-19 pandemic.

**C122 Reports from Representatives on other Bodies for 2020/21  
South Woodham Ferrers Village Hall Trust Management**

- The hall shut on 20<sup>th</sup> March
- Staff were furloughed from 1<sup>st</sup> April, except the caretaker who continued to carry out some essential day to day maintenance works.
- Subsequently the caretaker has been furloughed.
- The Business Secretary will return to work for a week to carry out essential financial matters, and then be furloughed again.
- The Village Hall obtained a business support grant via CCC and has a one year rates holiday.
- It is unclear when the hall will be able to reopen as the users are generally groups who would find social distancing impossible
- Meanwhile the Risk Assessments will be revised in line with current guidelines from HMG.

**South Woodham Playing Fields Management Committee**

No update.

**C123 Town Mayor's Announcements**

Councillor Shearring and Birch, provided an update of engagements attend since March Council meeting, although many of these had been cancelled due to the Coronavirus outbreak, Councillor Birch attended the Swimathon and the numbers at the event were lower than previous years.

**C124 Chelmsford City Council / Essex County Council**

Verbal reports provided as detailed below:

- City Council meetings now being held online, Annual Council will be held on 13<sup>th</sup> May, Councillor Massey will be passing the chain onto his successor;
- City Council employees have been redeployed to 'The Hub' – operated with the CVS (Chelmsford Centre Supporting Voluntary Action) – several hundred families are being supported on a regular basis;
- City Council revenues have dropped significantly, no income from car parks or sports facilities, a grant received from the Government covers less than 10% of the losses to date;
- Over £28 million of Business Support Grants have been paid out to over 1,400 Chelmsford businesses to support them in the current crisis;
- City Centre rough sleepers (approximately forty people) have been housed in the Travelodge at the Army & Navy;
- Virtual VE Day Celebrations held last weekend, this summer's 3 Foot Festival will also be moving online;
- 4 City Councillors attend the Licensing and Regulatory Committee hearings consisting of Chair, Vice Chair and 2 others from the Committee. Councillor John will remain on the Licensing and Regulatory Committee for the forthcoming year;
- There is a special meeting of the Council on 27<sup>th</sup> May to adopt the local plan;
- The Bradwell B consultation will be going to the Chelmsford Policy Committee in early June.

County Council

- The County Council mobilised the Essex Community Shield, over 7,000 volunteers stepped up, the 'United in Kind' network was tasked to coordinate volunteers with some 'United in Kind' agents being more active than others.
- In South Woodham Ferrers we have around ten active volunteers being coordinated by the Town's Health and Social Care Group.
- We are still awaiting news as to when the Recycling Centres and Country Parks are being reopened.

**C125 Media Contact**

It was **AGREED** to issue a press release for the following:

- The new Town Mayor and Deputy Town Mayor for 2020/21.

**C126 Next Meeting**

The next meeting of the Council will be on 16th June 2020, at 8pm.

There being no further business to discuss the Chairman closed the meeting at 9.30pm.

Signed .....

Date: 16<sup>th</sup> June 2020