

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the online Council meeting held on Tuesday 9th March 2021 at 8.00pm

Present:

Councillor Massey (Town Mayor in the Chair)

Councillor Kelly	Councillor Eley
Councillor Roberts	Councillor Bentley
Councillor O'Brien	Councillor Thompson
Councillor Crosbie	Councillor Humphrey
Councillor Birch	Councillor Ferry
Councillor Lobar	Councillor Miller
Councillor Shearring	Councillor Sismey

In attendance: Town Clerk, Town Clerk Assistant and a member of the South Woodham Ferrers Health & Social Care Group.

A minute's silence was held in remembrance of Councillor Wyatt and his 20 years service to the South Woodham Ferrers Town Council.

C191 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillor John.

C192 Dispensation Considerations

None received.

C193 Declarations of Interest

None received.

C194 Code of Conduct

Members were reminded of the Code of Conduct to fellow Councillors and Officers with members who continuously breach being removed from the meeting.

Councillor Sismey joined the meeting.

C195 Confirmation of Minutes

The minutes of the meeting held on 12th January 2021 were agreed and signed as a true record of the meeting.

Proposed: Councillor Massey

Seconded: Councillor Sismey

Vote: **Carried**

C197 Change of order of Agenda items

The Chairman proposed that item 16.3 be brought forward to be included at the agenda item of Public Questions to allow a member of SWF Health and Social Care Group to report at this time which was unanimously agreed.

C198 Public Questions with Report from SWF Health and Social Care Group

A member of the South Woodham Ferrers Health & Social Care Group provided an update informing members of the new vaccination centre for Covid-19 in Tylers Ride, latest figures and the new Covid-19 testing regime at William de Ferrers School with results being available within 30 minutes. The representative for the group also advised that updates for all issues dealt with are published on their website.

C199 Casual Vacancies

199.1 Chetwood Ward: Members proposed to consider at the end of the meeting to allow for the nominee to attend the meeting if they have returned from work commitments.

Proposed: Councillor Bentley

Seconded: Councillor Massey

Vote: Carried

199.2 Woodville Ward: It was noted that Chelmsford City Council had been notified of the Councillor vacancy with the deadline for signatories to be received by C.C.C. by 25th March.

199.3 Elmwood Ward: It was noted that there is a Co-option vacancy.

b)Election of the new member to Council Committees/Sub-Committees and Working Parties for 2021-2022

The vote to delay considering the applicant made this section null and void.

C200 Reports from the Committee and Working Party Chairman

200.1 Environment and Open Spaces Committee

It was noted that a meeting was held on 23/02/21 with Councillor Bentley giving an update of the following issues:

Asda Crossing Ferrers Road - The Environment Committee agreed to support the petition sent to Essex County Council to upgrade the zebra crossing.

Riverside Car Park - Committee agree not to match fund £7,500 to resurface the Riverfront car park.

Warwick Parade Parking Restrictions - The Environment Committee will move forward and ask to implement double yellow lines both sides of the road from the mini roundabout to Hither Blakers.

Infrastructure Sub-Group - The Committee and will meet with members after March 2nd 2021 to set up terms of Reference and report progress to the Environment Committee at the next meeting.

200.2 Leisure and Community Committee

It was noted that meetings were held on 19/01/21 and 16/02/21 with Councillor Crosbie giving an update of the following issues:

New Play Area at Compass Gardens - The Committees preferred choice of design is option 1 Wicksteed. The consultation for Compass Gardens has ended and C.C.C. will award the contract to Wicksteed with the highest number of votes. Work is due to begin 15/3/21 weather permitting.

Blue Cage - The Town Council will not do any future structural changes to the MUGA at the Village Hall. A letter to be sent to the Chairman of the Village Hall to suggest the Chip Van be moved if required.

Ongoing proposal for Summer Events 21 - Councillors will produce a financial business plan and proposal of events for the Leisure meeting on 30th March 2021.

Letter to Chelmsford City Council for clarity on the new Leisure /Sporting Facility within the Masterplan - Responses to the questions raised by South Woodham Ferrers Town Council at the Chelmsford Policy Board Meeting on the 14/1/21 and consideration on the future use of the land within the Masterplan and at Saltcoats Park.

200.3 Planning Committee

It was noted that meetings were held on 27/01/21 & 22/02/21 with members being notified that a representative from Bradwell B will be available for questions and answers at the beginning of the next Planning Meeting on 31st March requesting that questions be sent to the Town Clerk Assistant and Councillor O'Brien by 26th March.

200.4 Policy and Resources Committee

It was noted that a meeting was held on 9/02/21 with an update on the following issues being given by Councillor Massey:

Bowls Club - the business plan was noted and agreed that the club would be given use of the bowling green for a further year without resurfacing and grant subsidies from the Town Council after which the Leisure Committee would consider the matter.

Meeting Calendar – was agreed with the delayed Annual Town Meeting and alterations of the Leisure & Environment Committee meetings commencing at a revised time of 7.30pm.

Standing Orders – it was agreed that the amended Standing Orders from the working group are accepted with the insertion of the agreed social media paragraph, all mentions to "he" being amended to a non-gender related term throughout the document for recommendation to Council on 9th March 2021.

Financial Regulations from the working group were accepted with the change of the amount in item 6.5 being raised to £1000.

Distinguished Honours Board - it was agreed that the committee delays advertising and selecting the candidates until early May to enable the

presentation to be made at the Annual Town Meeting at the later scheduled date.

200.5 Masterplan Committee

Councillor O'Brien gave a verbal report where it was noted that meetings were held on 12/01/21 and 22/02/2021 with comments agreed and submitted to the Chelmsford City Council Policy Board meeting and Cabinet Meeting.

200.6 Neighbourhood Plan Committee

No meetings have been held since last Council meeting since the document is currently with the examiner. Correspondence received from the examiner stating that Chelmsford City Council should receive comments on the plan by the end of the March, it is anticipated that the Town Council will receive these by the end of April.

C201 Committee Structure

Proposal: To create a new Development and Infrastructure Committee as detailed within the agenda papers. Members to be appointed at the Annual Meeting of the Town Council.

Proposed: Councillor O'Brien

Seconded: Councillor Sismey

Vote: Carried

b/ Terms of Reference: The terms of reference as circulated with the agenda were agreed.

C202 Town Council Defibrillator Project

It was noted that an alternative location of Creekview Green was agreed to replace the Defibrillator which could not be installed at the Collingwood shops.

C203 Adoption of Policies as Recommended by the Policy and Resources Committee

Councillor Massey thanked those involved for the amendments to the Financial Regulations and Standing Orders as attached to the agenda with the proposal that these be accepted.

Proposed: Councillor Roberts

Seconded: Councillor Shearring

Vote: Carried

C204 Virtual Meetings

The Town Clerk gave an update informing members that current legislation presently only allows online meetings until 6th May 2021, if the meeting planned for the 11th May could not be held virtually members of the Town Council would be excluded from participating in the meeting due to not

receiving a vaccine and not feeling comfortable attending a meeting in person. In addition to this to allow for social distancing a regular hirer would have to be cancelled.

Proposal: Town Clerk be given the flexibility to change the date of the next Council meeting should legislation for virtual meetings not be extended

Proposed: Councillor Roberts

Seconded: Councillor Bentley

Vote: **Carried**

C205 Meeting Calendar 2021 - 2022

The meeting calendar for 2021 – 2022 that was recommended by the Policy and Resources Committee with the earlier start time of 7.30pm for both the Open Spaces Committee and Leisure and Community Committee was proposed with the caveat that the Planning Committee may change their scheduled dates due to issues with the timeframe of planning applications received.

Proposed: Councillor Massey

Seconded: Councillor O'Brien

Vote: **Carried**

C206 Community Governance Review

The Town Council proposes that we submit comments to C.C.C. by the deadline of 18th March that we are conscious of the expansion of the town and will review our constitution as the town develops.

Proposed: Councillor Massey

Seconded: Councillor O'Brien

Vote: **Carried**

C207 Chelmsford City Council / Essex County Council

Councillor Bentley reported from C.C.C. from the Improve Movement Around the City:

- Extending the Park and Ride facility at Sandon
- Possibility of a new Park and Ride at Widford.
- Improving connections of the Park and Rides to the City Centre.
- Scooter trials going well.

Councillor Roberts reported from C.C.C. from the Policy Board:

- Two developers are interested in an area of housing expansion planned near the Sandon Park and Ride.

Councillor Massey gave the following report from Essex County Council:

- Been contact with Essex Highways to undertake a pedestrian/traffic survey at the 'Asda' zebra crossing, this will be undertaken post-lockdown when both traffic volumes return to 'normal'.

- Essex County Council announced no rise in basic Council Tax, but 1.5% increase to fund Adult Social Care.
- Despite not increasing Council Tax, the County Council has allocated each County Councillor a further 'Locality Grant' of £10,000 to spend in their division in the next financial year (post-election).
- An additional £200,000 has been allocated to each Local Highways Panel for the next three years.

C208 Reports from Representatives of Outside Bodies by Lead Councillors

208.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Roberts reported that the hall had been shut with plans to reopen when legislation permits.

208.2 South Woodham Ferrers Playing Fields Management Committee – Councillor John reported that there had been no meetings.

208.3 Outside Bodies – Members felt that at the current time outside bodies should report to Council, outside bodies and their reporting method is considered as part of the Annual meeting of the Town Council. It was proposed that from May 2021 outside representatives' report to relevant committees.

C209 Media Release

Formation of the Development and Infrastructure Committee

C210 Councillor Vacancy Chetwood Ward

It was proposed that the members defer considering the absent applicant for Councillor in the Chetwood Ward until such times that they can attend the next Council meeting.

Proposal: Councillor O'Brien

Seconded: Councillor Kelly

Vote: Carried

C211 Next Meeting

Next meeting is to be held in May 2021 with the specific date to be confirmed inline with legislation.

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

Signed
(Chairman of the Meeting)

Date: May 2021