

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the online Annual Meeting of the Council meeting held on Tuesday
4th May 2021 at 8.00pm

Present:

Councillor Massey (Town Mayor in the Chair)
Councillor O'Brien (Town Mayor in the Chair from item 1)

Councillor Shearring	Councillor Roberts
Councillor Humphrey	Councillor Thompson
Councillor Birch	Councillor Miller
Councillor Ferry	Councillor Crosbie
Councillor Eley	Councillor Bentley
Councillor John	

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

C212 Election of the Town Mayor for 2021/22

Nominations were invited for Town Mayor for the year 2021/22.

Councillor Massey was proposed:

Proposed: Councillor Roberts

Seconded: Councillor O'Brien

Vote: 6 votes

Councillor O'Brien was proposed:

Proposed: Councillor Shearring

Seconded: Councillor Ferry

Vote: 7 votes

Councillor O'Brien was duly elected as the Town Mayor for 2021 – 2022.

C213 Declaration of Acceptance of Office by the Town Mayor for 2021/22

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

C214 Election of Deputy Town Mayor 2021/22

Nominations were invited for Deputy Town Mayor for the year 2021/22.

Councillor Massey was proposed:

Proposed: Councillor John

Seconded: Councillor Ferry

Vote: 7 votes

Councillor Eley was proposed:

Proposed: Councillor Shearring

Seconded: Councillor Humphrey

Vote: 6 votes

Councillor Massey was duly elected as the Deputy Town Mayor for 2021 – 2022.

C215 Apologies for Absence

Apologies of absence were received from Councillors Kelly, Lobar and Burman.

C216 Declarations of Interest

Current Meeting

216.1 None received.

Registration of Members' Interest

216.2 Councillors were issued with new register of interests forms for completion.

C217 Confirmation of Minutes

The minutes of the meeting held on 9th March 2021 were agreed and will be signed at a later date.

Proposed: Councillor John

Seconded: Councillor Bentley

Vote: **Carried**

C218 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 which is also available on their website. In addition to the details on the website, a new Covid-19 testing regime at the Library in Trinity Square whereby residents are able to pick up testing kits and details of a £5,000 grant to be received from Essex County Council were given.

C219 Casual Vacancies

Two applications were circulated with the agenda both applicants prepared to serve either ward.

219.1 Chetwood Ward:

Proposal: Benjamin Pullen to be co – opted for the Chetwood vacancy

Proposed: Councillor O'Brien

Seconded: Councillor Birch

Vote: **Carried**

219.2 Elmwood Ward:

Proposal: Scott Wilson to be co-opted for the Elmwood vacancy

Proposed: Councillor O'Brien

Seconded: Councillor Birch

Vote: **Carried**

219.3 Woodville Ward: Toni Perham-Lake will be elected unopposed on 7th May 2021.

C220 Reports from the Committee Chairman

220.1 Environment Committee

It was noted that a meeting was held on 27/04/21 with Councillor Bentley reporting:

- The Covid-19 memorial plaque is now in place at the Garden of Remembrance with a commemoration date to be arranged.
- The pergola at the Garden of Remembrance is in a poor state and will be removed and possibly replaced.
- The proposed new allotment site near the Garden of Remembrance will access the site via the entrance to the Garden of Remembrance
- Dog fouling signs are to be established around the town
- A litter pick around the town is arranged.
- The Chelmsford City Council cutting regime will be reduced on the bank of the Burnham Road to allow for wildflowers to become established to encourage wildlife.

220.2 Leisure and Community Committee

It was noted that a meeting was held on 30/03/21 with Councillor Crosbie giving an update of the following issues:

- Woodham In Bloom competition to be judge by the Mayor.
- Gardening On Prescription being considered in partnership with Meadow Croft nursery
- Youth Club is presently on hold with plans for the future once social distancing measurers are relaxed.

220.3 Planning Committee

It was noted that meetings were held on 31/03/21 and 28/04/21 with Councillor Roberts reporting:

- Essex Minerals Local Plan review will create more traffic on the B1012
- Questions submitted to Bradwell B
- Objections were raised to the retrospective application at Marsh Farm for an outside shop and marquee.
- The refused application for properties at Bushy Hill is due to go to appeal.
- The Solar Farm application at East Hanningfield was deferred until such times as the Solar Farm Development supplementary document is agreed by Chelmsford City Council on 8th May 2021.

220.4 Policy and Resources Committee

It was noted that the meeting due in April was deferred.

220.5 Neighbourhood Plan Committee

It was noted that there have been no meetings, the plan is now with the examiner and that this will now fall under the remit of the Development and Infrastructure Committee.

220.6 Masterplan Committee

It was noted that there have been no meetings.

Terms of Reference

In accordance with Standing Order 5.j.vi, Members considered Terms of Reference for all current Committees, Sub-Committees and Working Parties, attached to the agenda.

It was proposed that 7.3 of the Policy and Resources Terms of Reference includes a yearly review on Council and Committee structure.

It was also proposed that Planning Terms of Reference point 3.2 "to consider applications for the licensing of premises" is removed.

Proposed: Councillor O'Brien

Seconded: Councillor Roberts

Vote: Carried

The Terms of Reference for all Committees were **AGREED**.

C221 Election of Members of Council Committees for 2021/22

221.1 Environment Committee

It was proposed that the membership of the Environment Committee be: Councillors Bentley, Eley, Birch, Wilson, Humphrey, John, Lobar, Thompson, Kelly, Perham-Lake, Shearring.

Proposed: Councillor O'Brien

Seconded: Councillor Ferry

Vote: Carried

221.2 Election of the Chair and Vice Chair

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

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: Carried

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

Proposal: Councillor Shearring

Seconded: Councillor Humphrey

Vote: Carried

221.3 To appoint one member of the Environment Committee to the Policy and Resources Committee

It was proposed that Councillor Thompson is appointed as the representative to the Policy and Resources committee.

Proposal: Councillor Humphrey

Seconded: Councillor John
Vote: **Carried**

221.4 To appoint one member of the Environment Committee to the Staffing Committee.

It was proposed that Councillor Humphrie is the representative on the staffing committee.

Proposal: Councillor Humphrey
Seconded: Councillor Shearring
Vote: **Carried**

C222 Leisure Committee

222.1 It was proposed that the membership of the Leisure Committee be: Councillors Crosbie, Humphrey, Burman, Bentley, John, Perham-Lake, Massey, Miller, Kelly, Lobar, Thompson, Wilson.

Proposal: Councillor O'Brien
Seconded: Councillor Humphrey
Vote: **Carried**

222.2 Election of the Chair and Vice Chair

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

Proposal: Councillor Humphrey
Seconded: Councillor Massey
Vote: **Carried**

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

Proposal: Councillor Massey
Seconded: Councillor Thompson
Vote: **Carried**

222.3 To appoint one member of the Leisure Committee to the Policy and Resources Committee

It was proposed that Councillor Miller is appointed as the representative to the Policy and Resources committee.

Proposal: Councillor Miller
Seconded: Councillor Bentley
Vote: 1 Vote

It was proposed that Councillor Humphrey is appointed as the representative to the Policy and Resources committee.

Proposal: Councillor Crosbie
Seconded: Councillor Massey
Vote: 6 Votes

Councillor Humphrey was voted in as the representative.

222.4 To appoint one member of the Leisure Committee to the Staffing Committee.

It was proposed that Councillor Crosbie is the representative on the staffing committee.

Proposal: Councillor Massey

Seconded: Councillor John

Vote: Carried

C223 Planning Committee

223.1 It was proposed that the membership of the Planning Committee be:

Councillors Roberts, John, Burman, Perham-Lake, Pullen, Humphrey, Wilson, O'Brien, Ferry, Eley, Sismey.

Proposal: Councillor O'Brien

Seconded: Councillor Roberts

Vote: Carried

223.2 Election of the Chair and Vice Chair

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

Proposal: Councillor Eley

Seconded: Councillor John

Vote: Carried

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

Proposal: Councillor Humphrey

Seconded: Councillor Ferry

Vote: Carried

223.3 To appoint one member of the Planning Committee to the Policy and Resources Committee

It was proposed that Councillor Eley is appointed as the representative to the Policy and Resources committee.

Proposal: Councillor Eley

Seconded: Councillor Ferry

Vote: Carried

223.4 To appoint one member of the Planning Committee to the Staffing Committee

It was proposed that Councillor John be the representative.

Proposal: Councillor John

Seconded: Councillor Ferry

Vote: Carried

C224 Development and Infrastructure Committee

224.1 It was proposed that the membership of the Development and Infrastructure Committee be:

Councillors O'Brien, Birch, Roberts, Pullen, Ferry, Massey, Bentley, Thompson, Eley, Shearring, Miller.

Proposal: Councillor O'Brien

Seconded: Councillor Ferry

Vote: **Carried**

224.2 Election of the Chair and Vice Chair

It was proposed that Councillor O'Brien be the Chair of this committee.

Proposal: Councillor Shearring

Seconded: Councillor Eley

Vote: **Carried**

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

Proposal: Councillor Roberts

Seconded: Councillor Bentley

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

Proposal: Councillor Shearring

Seconded: Councillor Massey

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

Proposal: Councillor Birch

Seconded: Councillor O'Brien

Vote: Councillor Birch 7 votes
Councillor Roberts 3 votes
Councillor Thompson 1 vote

C225 Election of Working Parties and Sub Committees 2020/2021

225.1 Community Resilience Team

It was proposed that the membership of this committee be Councillors John, Ferry, Miller and Wilson.

Proposal: Councillor O'Brien

Seconded: Councillor Massey

Vote: **Carried**

225.2 Youth Club Working Party

It was proposed that the membership of this committee be Councillors Bentley, Burman, John, Crosbie, Perham-Lake.

Proposal: Councillor O'Brien

Seconded: Councillor Massey

Vote: **Carried**

225.3 Climate & Environmental Emergency Working Group

It was proposed that the membership of this committee be Councillors Bentley, Kelly, Eley, Birch, John, Wilson.

Proposal: Councillor O'Brien

Seconded: Councillor Massey

Vote: **Carried**

C226 Nominations of Council Representatives on Other Bodies for 2021/2022

The proposal that the representatives on the chart are elected:

Proposal: Councillor O'Brien

Seconded: Councillor Ferry

Vote: Carried

GROUP	COUNCILLOR/S	COMMITTEE
Champions Manor Hall Users' Group (Two Councillors to attend the group) Meetings once per year at Champions Manor Hall	Town Mayor – Councillor O'Brien Deputy Town Mayor – Councillor Massey	P & R
Chelmsford Borough and Basildon District Councils – Parish Passenger Transport	Councillor Bentley	Environment
Council Footpaths Officer	Councillors Eley	Environment
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 John	Council
Path to Prosperity	Councillor Shearring	Environment
Marsh Farm Forum	Councillor Shearring	Leisure
Tree Warden Scheme	Councillors John	Environment
Pool Project Group Meetings as notified.	Town Mayor – Councillor O'Brien Chairman of Leisure – Councillor Crosbie Vice-Chairman of Leisure – Councillor Humphrey	Leisure
South Woodham Playing Field Management Committee (1)	Councillor John	Council
Village Hall Trust Management Committee	Councillor Humphrey	Council

C227 Annual Report from the Health and Social Group

A representative from this group was available for questions with their report attached to the agenda.

C228 Reports from Representatives of Outside Bodies by Lead Councillors
228.1 South Woodham Ferrers Village Hall Trust Management Committee

Councillor Roberts reported that the Village Hall is now open and events being planned.

228.2 South Woodham Ferrers Playing Fields Committee Management Committee

Councillor John informed us that there had been no meetings due to Covid-19 restrictions.

C229 Town Mayor's Announcements

Due to Covid-19 there have been no events to attend however did attend Councillor Wyatt's cortege through the town before his funeral.

C230 Chelmsford City Council / Essex County Council

Improve Movement Around the City:

Councillor Bentley had no items to report.

Licence and Regulatory Committee:

Councillor John had no items to report.

Policy Board:

Councillor Roberts reported that the pedestrian crossing at Sainsburys is to be improved.

Annual Meeting of the C.C.C. is to be held at the Civic theatre on 19th May with a new mayor to be elected.

Essex County Council:

Councillor Massey reported that Essex Highways:

- plan to resurface Ferrers Road between the K.F.C. and Albert Road roundabouts on the week commencing May 17th
- roads on the Hamberts Road estate are scheduled to be resurfaced in June
- The Highways Information Map – which includes information regarding Highways assets and planned works can be found <https://www.essexhighways.org/interactive-maps-and-live-travel-information/highways-information-map>

C231 Media Release

Announce our new Councillors Wilson, Pullen and Perham-Lake.

Announce our new Town Mayor and Deputy Town Mayor being Councillor O'Brien and Councillor Massey respectively.

EK/KH

C232 Next Meeting

Next meeting is to be held on 23rd June 2021 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.27pm.

Signed
(Chairman of the Meeting)

Date: 23rd June 2021