

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the online Annual Meeting of the Council meeting held on Tuesday
3rd May 2022 at 8.00pm

Present:

Councillor O'Brien (Town Mayor in the Chair)
Councillor Massey (Deputy Mayor in the Chair)

Councillor Crosbie	Councillor Roberts
Councillor Eley	Councillor Thompson
Councillor Bentley	Councillor Birch
Councillor Perham-Lake	Councillor Shearring
Councillor Miller	Councillor Kelly
Councillor Humphrey	Councillor Wilson
Councillor John	

In attendance: Acting Town Clerk and the Town Clerk Assistant.

C309 Election of the Town Mayor for 2022/23

Nominations were invited for Town Mayor for the year 2022/23.

Councillor Eley was proposed:

Proposed: Councillor Shearring

Seconded: Councillor Humphrey

Vote: Carried

Councillor Eley was duly elected as the Town Mayor for 2022 – 2023.

C310 Declaration of Acceptance of Office by the Town Mayor for 2022/23

Councillor Eley signed and verbally confirmed her Declaration of Acceptance of Office.

C311 Election of Deputy Town Mayor 2022/23

Nominations were invited for Deputy Town Mayor for the year 2022/23.

Councillor Shearring was proposed:

Proposed: Councillor Eley

Seconded: Councillor Humphrey

Vote: Carried

Councillor Shearring was duly elected as the Deputy Town Mayor for 2022/23.

Councillor Eley thanked Councillor O'Brien and Councillor Massey for all their hard work during the previous year.

C312 Apologies for Absence

Apologies of absence were received from Councillors Ferry, Burman and Sismey.

Councillor John arrived 8.03pm

C313 Declarations of Interest

Current Meeting

313.1 None received.

Registration of Members' Interest

313.2 It was **NOTED** Councillors were issued with new register of interests forms and any additions were requested.

C314 Confirmation of Minutes

The minutes of the meeting held on 04th May 2021 were approved and were signed as a true record.

Proposed: Councillor **Roberts**

Seconded: Councillor **O'Brien**

Vote: **Carried**

C315 Items to Note

Casual Vacancies

- It was NOTED Chetwood Ward: there is one vacancy for co-option.
- It was NOTED Elmwood Ward: this vacancy will be elected unopposed by Terry Sherlock on 5th May 2022.
- Report from the Health and Social Care Group as attached to the agenda was NOTED.
- It was NOTED that the Town Council's insurance commences 31st May 2022 for a further three years with Zurich Insurance in accordance with standing order 5.j.xiv.

C316 Public Questions

No public were present.

C317 Code of Conduct

To remove this item from future agendas with a reminder to be circulated to all Councillors annually and any new Councillors.

Proposed: Councillor Thompson

Seconded: Councillor Humphrey

Vote: **Carried**

C318 Reports from the Committee Chairmen

318.1 Environment Committee

It was NOTED that a meeting was held on 20/04/22 report as attached to agenda

318.2 Leisure and Community Committee

It was NOTED that a meeting was held on 30/03/21 report as attached to the agenda.

318.3 Planning Committee

It was NOTED that meetings were held on 30/03/22 and 27/04/22 report as attached to the agenda.

318.4 Policy and Resources Committee

It was NOTED that a meeting was held on 13/04/22 report as attached to the agenda.

318.5 Development & Infrastructure Committee

It was NOTED that meetings were held on 30/03/22 and 20/04/22 report as attached to the agenda.

C319 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.

Proposal: The Terms of Reference attached to the agenda for each committee, sub-committee and working party are adopted as they presently stand with each new committee reviewing them at the first committee meeting. The Town Clerk/Acting Town Clerk to review and collate the financial regulations to correlate with the terms of reference for approval by Council.

Proposed: Councillor Roberts

Seconded: Councillor John

Vote: Carried

In accordance with Standing Order 5.j.vi to consider the Terms of Reference for the staffing committee as attached to the agenda.

Proposal: The new staffing committee will follow the current terms of reference with the new Town Mayor and Deputy Mayor together with the chairman of each of the new committee which will deal with daily staffing and the office. The new staffing committee will create a sub-staffing committee consisting of the members in 2021/22 to deal with ongoing concerns. Item 13 Staffing Committee will be deferred until after agenda item 16.3

Proposed: Councillor Eley

Seconded: Councillor Wilson

Vote: Carried

C320 Standing Orders

Proposal: Council to agree the Rules of Debate as agreed by P&R committee.

Proposed: Councillor O'Brien

Seconded: Councillor John

Vote: Carried

Proposal: Council to agree to revise and update the committee's name changes to coincide with the new committee structure throughout the Standing Orders document.

Proposed: Councillor John

Seconded: Councillor Massey

Vote: Carried

C321 Election of Members of Council Committees for 2022/23

321.1 Planning & Environment Committee

It was proposed that the membership of the Planning & Environment Committee as follows: Councillors Shearring, Humphrey, Eley, Thompson, Roberts, Birch, Miller, Bentley, O'Brien, Ferry, Wilson, Sismey and John.

Proposed: Councillor Eley

Seconded: Councillor Shearring

Vote: Carried

321.2 Election of the Chair and Vice Chair

It was proposed that Councillor Shearring be the Chairman of this committee.

Proposal: Councillor Eley

Seconded: Councillor Humphrey

Vote: 7

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

Proposal: Councillor Roberts

Seconded: Councillor Birch

Vote: 3

Councillor Shearring was voted as the Chairman.

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

Proposal: Councillor Shearring

Seconded: Councillor Humphrey

Vote: 5

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

Proposal: Councillor Miller

Seconded: Councillor John

Vote: 4

Councillor Wilson was voted as the Vice-Chairman of this committee.

321.3 This item was not required.

321.4 To appoint one member of the Planning & Environment Committee to the Staffing Committee.

It was proposed that Councillor Thompson be the representative on the Staffing Committee.

Proposal: Councillor Humphrey

Seconded: Councillor Bentley

Vote: 8
Carried

C322 Events, Community & Leisure Committee

322.1 It was proposed that the membership of the Events, Community & Committee be as follows:

Councillors Massey, Humphrey, Eley, Miller, Kelly, Wilson, Crosbie, Burman, John and Perham-Lake.

Proposal: Councillor Eley

Seconded: Councillor Shearring

Carried

322.2 Election of the Chair and Vice Chair

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

Proposal: Councillor Massey

Seconded: Councillor John

Vote: 7 Carried

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

Proposal: Councillor Crosbie

Seconded: Councillor Eley

Vote: 8 Carried

322.3 This item was not required

322.4 To appoint one member of the Events, Community & Leisure Committee to the Staffing Committee.

It was proposed that Councillor Perham-Lake is the representative on the staffing committee.

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: 4

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

Proposal: Councillor Massey

Seconded: Councillor O'Brien

Vote: 1

Councillor Perham-Lake was voted as the representative on the staffing committee.

C323 Finance & Projects Committee

323.1 It was proposed that the membership of the Finance & Projects Committee be as follows:

Councillors Shearring, Humphrey, Massey, O'Brien, Bentley, Eley, Thompson, Roberts, Miller, Wilson, Kelly, Crosbie and John.

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: **Carried**

323.2 Election of the Chair and Vice Chair

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

Proposal: Councillor Humphrey

Seconded: Councillor

Vote: **6**

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

Proposal: Councillor Massey

Seconded: Councillor John

Vote: **6**

The Town Mayor held the casting vote with Councillor Thompson being voted as the chair of this committee.

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

Proposal: Councillor Humphrey

Seconded: Councillor O'Brien

Vote: **7**

Carried

323.3 To appoint one member of the Finance & Projects Committee to the Staffing Committee

It was proposed that Councillor Kelly is appointed as the representative to the Staffing Committee.

Proposal: Councillor Thompson

Seconded: Councillor Miller

Vote: **Carried**

C324 Staffing Committee

The new Staffing Committee is the Town Mayor and Deputy Town Mayor and the representatives as voted for above consisting of: Councillors Eley, Shearring, Thompson, Perham-Lake, and Kelly.

Proposal: The new staffing committee appoints the staffing committee of 2021/2022 (consisting of Councillors O'Brien, Massey, Humphrey, Crosbie and John) to form the sub-committee that deals with the ongoing investigation issues.

Proposal: Councillor Eley

Seconded: Councillor Kelly

Vote: **Carried**

C325 Election of Working Parties and Sub Committees 2022/23**325.1 Community Resilience Team**

It was proposed that the membership of this committee be Councillors John, Miller, Kelly, Eley and Perham-Lake.

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: Carried

325.2 Youth Club Working Party

It was proposed that the membership of this committee be Councillors Wilson, Kelly, John, Bentley, Crosbie and Burman.

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: Carried

325.3 Climate & Ecological Emergency Working Group

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

Proposal: Councillor Eley

Seconded: Councillor Shearring

Vote: Carried

C326 Nominations of Council Representatives on Other Bodies for 2022/2023

The proposal that the representatives on the chart are elected:

Proposal: Councillor O'Brien

Seconded: Councillor John

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 Eley Deputy Town Mayor – Councillor Shearring	Finance and Projects
Chelmsford Borough and Basildon District Councils – Parish Passenger Transport	Councillor Bentley Substitute – Councillor Wilson	Planning & Environment
Council Footpaths Officer	Councillors Eley	Planning & Environment
Larger Local Councils' Forum	Councillor John Substitute – Councillor Miller	Finance & Projects

Chelmsford Local Councils' Group	Councillor Roberts	Finance & Projects
Health and Social Care Group	Councillor Kelly Sub – Councillor Humphrey	Council
Crouch Vale Quarterly Tenants Meeting	Councillor John	Council
Path to Prosperity	Councillor Shearring	Planning & Environment
Marsh Farm Forum	Councillor Shearring Substitute – Councillor Thompson	Events, Community & Leisure
Tree Warden Scheme	Councillors John	Planning & Environment
Pool Project Group Meetings as notified.	Town Mayor – Councillor Eley Chairman of Events, Comm & Leisure – Councillor Crosbie Vice-Chairman of Events, Comm & Leisure – Councillor Humphrey	Events, Community & Leisure
South Woodham Playing Field Management Committee (1)	Councillor John	Council
Village Hall Trust Management Committee	Councillor O'Brien	Council

C327 Complaints Procedure

In accordance with Standing Order 5.j.xvi to review the complaints procedure as attached to the agenda.

Proposal: To accept the complaints procedure as attached to the agenda and the Acting Town Clerk to review the reporting mechanism to deal with any complaints against the Council and look to incorporate this within the complaint's procedure.

Proposal: Councillor Bentley

Seconded: Councillor Humphrey

Vote: Carried

C328 Asset Register

The asset register as circulated prior to the meeting was NOTED.

C329 Reports from Representatives of Outside Bodies by Lead Councillors **329.1 South Woodham Ferrers Village Hall Trust Management Committee**

Councillor Roberts gave a verbal report that the Village Hall has Platinum Jubilee events planned.

328.2 South Woodham Ferrers Playing Fields Committee Management Committee

Councillor John informed us that there had been no meetings or updates.

The Acting Town Clerk will organise a meeting schedule for reporting on the correct Council meeting date.

C330 Town Mayor's Announcements

The Town Mayor attended the Rotary Club's Swimathon event and the Village Hall Trust Annual General Meeting since the last Council meeting.

C331 Chelmsford City Council / Essex County Council

Improve Movement Around the City:

Councillor Bentley reported that the Community Governance had been updated from the meeting on 22nd March, a waterways working group met regarding flooding risks and the need for w/c facilities at the river front in South Woodham Ferrers was noted. Areas of the A12 will be repaired and upgraded.

Councillor Roberts reported that the theatre in Chelmsford will be upgraded.

Licence and Regulatory Committee:

Councillor John reported that new committees are being formed.

Essex County Council:

Councillor Massey reported that Essex Highways:

A meeting between Dengie Parish Councils and Councillor Lee Scott an Essex County Council Cabinet Member for Highways took place on April 8th. Councillor O'Brien chaired the meeting and Councillors Roberts and Birch attended on behalf of the Town Council. Councillors representing thirteen parishes in Dengie voiced their concerns to Councillor Scott regarding potential traffic flows arising from proposed new developments. Councillor Scott said he would consider their concerns and assured all present that he would report back to the group.

Councillor Massey reported that another significant footpath fault that had been reported was repaired recently. The path adjacent to Windle Court had deteriorated to the point where it had become impassable to wheelchair users and anyone with mobility issues.

Further to the recent Annual Town Meeting and having confirmed that the sea wall breach is the responsibility of Essex County Council since it features a Public Right of Way (PROW) it is Essex Highways responsibility to repair. Councillor Massey met with Councillor Scott to discuss this who has asked his officers to further investigate. The repairs will need to come out of the County's footpaths budget whose recent estimates for repairs that were received from the Environment Agency were between £30,000 and £100,000.

In Councillor Massey's new role as Deputy Cabinet Member at Essex County Council for Waste & Recycling he stated that our recycling centre

is the 12th busiest of the 21 recycling centres operated by Essex County Council and is categorically not under threat of closure.

Councillor Massey's understanding is that the lighting of ceremonial beacons normally falls to County Councillors with the last jubilee beacon being lit by his County Council predecessor Councillor Norman Hume. However, this year the Town Mayor will light the Jubilee Beacon next month at the Village Hall.

C332 Media Release

Announce our new Town Mayor and Deputy Town Mayor being Councillor Eley and Councillor Shearring respectively.

C333 Next Meeting

Next meeting is to be held on 21st June 2022 at Champions Manor Hall.

There being no further business to discuss the Town Mayor closed the meeting at 9.59pm

Signed
(Chairman of the Meeting)

Date: 21st June 2022