

## **SOUTH WOODHAM FERRERS TOWN COUNCIL**

**MINUTES** of the Annual Meeting of the Council held on Tuesday 14th May 2019,  
at 8.00 pm  
at  
Champions Manor Hall

### **Present:**

Councillor P Wyatt (Town Mayor in the Chair)  
Councillor A Shearring (Town Mayor in the Chair from item 1)

Councillor K Bentley  
Councillor R Crosbie  
Councillor P Ferry  
Councillor A John  
Councillor B Massey  
Councillor R Weir Ewing

Councillor J Birch  
Councillor D Eley  
Councillor A Humphrey  
Councillor M Lobar  
Councillor I Roberts

In attendance: Town Clerk, Premises Officer and one member of the public.

### **1 Election of the Town Mayor for 2019/20**

Nominations were invited for Town Mayor for the year 2019/20.

Councillor Shearring was proposed by Councillor Ferry, seconded by Councillor Bentley. Councillor Shearring was unanimously elected as Town Mayor.

The Town Mayor, Councillor Shearring thanked the outgoing Town Mayor Councillor Wyatt for his commitment as Town Mayor for two years and thanks were given to the outgoing Deputy Town Mayor Councillor Golding for the past year.

### **2 Declaration of Acceptance of Office by the Town Mayor for 2019/20**

Councillor Shearring made his Declaration of Acceptance of Office and continued as Chairman of the meeting.

### **3 Election of Deputy Town Mayor for 2019/20**

Nominations were invited for Deputy Town Mayor for the year 2019/20.

Councillor J Birch was proposed by Councillor Shearring and seconded by Councillor Eley. Councillor Birch was unanimously elected Deputy Town Mayor.

### **4 Apologies for Absence**

Apologies for absence were received from Councillor Kelly and Sismey. Members approved their absences.

### **5 Declarations of Interest**

#### **5.1 Current Meeting**

There were no declarations of interest.

#### **5.2 Registration of Members' Interests**

It was noted that Councillors had returned their Register of Interests forms, as requested.

## **6 Declaration of Acceptance of Office**

On a proposal by Councillor John, seconded by Councillor Eley, Members **AGREED** to grant an extension for Councillor Kelly until the end of June 2019 to return her acceptance of office form.

## **7 Confirmation of Minutes**

The minutes of the meeting held on 5<sup>th</sup> March 2019 were approved and signed by the Town Mayor as a true record of the meeting.

## **8 Public Questions**

There were no questions from the member of the public.

## **9 Casual Vacancies**

Members noted that there are five casual vacancies on the Town Council. The casual vacancies are advertised and co-option will be an agenda item for the Town Council Meeting on 18<sup>th</sup> June 2019.

## **10 Attendance Record**

Members noted the attendance record of Councillors at meetings of the Council and its Committees for 2018/19.

## **11 General Power of Competence**

**11.1** Members noted that the Town Council meets the criteria for eligibility for the adoption of the General Power of Competence.

**11.2** On a proposal by Councillor John, seconded by Councillor Bentley, members **AGREED** that the Town Council shall be eligible to adopt the General Power of Competence and shall be eligible to use the power from the time the resolution is passed until the next annual meeting of the Town Council that takes place in a year of ordinary elections 2022.

## **12 Reports from Committee Chairmen**

### **12.1 Environment Committee**

Members noted that a meeting was held on 30<sup>th</sup> April 2019 and a verbal report was given by Councillor Bentley.

It was noted that following a visit from PCSO Sharon Taylor at the last Environment Committee meeting, Members would be pleased to have representation from a Police Inspector or Sergeant at future meetings.

### **12.2 Leisure Committee**

Members noted that a meeting was held on 26<sup>th</sup> March 2019 and a verbal report was given by Councillor Weir-Ewing.

### **12.3 Planning Committee**

It was noted that the minutes of the meetings held on 26<sup>th</sup> March and 30<sup>th</sup> April 2019 had been circulated.

### **12.4 Policy and Resources Committee**

Members noted that a meeting was held on 16<sup>th</sup> April 2019 and the minutes had been circulated.

### **12.5 Neighbourhood Plan Committee**

It was noted that a meeting was held on 23<sup>rd</sup> April 2019.

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

Following discussions about which Council meetings the Police representative should attend, on a proposal by Councillor Weir-Ewing, seconded by Councillor John, it was agreed for the Police to continue attending meetings of the Environment Committee for 4 to 6 months and for a review to then be undertaken.

A request was made that in future, a reminder be sent to Councillors as to when the Police will attend a committee meeting.

### **14 Election of Members of Council Committees for 2019/20**

#### **Environment Committee**

#### **14.1 Environment Committee (up to 12 Members)**

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

#### **14.2 Election of Chairman and Vice Chairman of the Environment Committee for 2019/20**

For Chairman, Councillor Bentley was proposed by Councillor Weir-Ewing, seconded by Councillor John.

There being no other nominations, Councillor Bentley was duly elected Chairman of the Environment Committee for the year 2019/20.

For Vice-Chairman, Councillor John was proposed by Councillor Bentley, seconded by Councillor Shearring.

There being no other nominations, Councillor John was duly elected Vice Chairman of the Environment Committee.

#### **14.3 To appoint one member of the Environment Committee to the Policy and Resources Committee**

Councillor John was duly appointed to the Policy and Resources Committee for the year 2019/20.

#### **14.4 To appoint one member of the Environment Committee to the Staffing Committee**

Councillor Bentley was duly appointed to the Staffing Committee for the year 2019/20.

#### **14.5 Leisure Committee**

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

The membership of the Leisure Committee was **AGREED** as follows:

Councillors Weir-Ewing, Crosbie, Birch, Bentley, John, Massey and Humphrey.

#### **14.6 Election of Chairman and Vice Chairman of the Leisure Committee for 2019/20**

For Chairman, Councillor Weir-Ewing was proposed by Councillor Massey and seconded by Councillor John.

There being no other nominations, Councillor Weir-Ewing was duly elected Chairman of the Leisure Committee for the year 2019/20.

For Vice Chairman, Councillor Crosbie was proposed by Councillor Bentley, seconded by Councillor John.

Councillor Crosbie was duly elected Vice-Chairman of the Leisure Committee for the year 2019/20.

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

Councillor Crosbie was duly appointed to the Policy and Resources Committee for the year 2019/20.

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

Councillor Humphrey was duly appointed to the Staffing Committee for the year 2019/20.

**14.7 Planning Committee**

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

The membership of the Planning Committee was **AGREED** as follows: Councillors Eley, Roberts, John, Lobar, Ferry and Sismey.

**Election of Chairman and Vice Chairman of the Planning Committee for 2019/20.**

For Chairman, Councillor Eley was proposed by Councillor Lobar and seconded by Councillor John.

There being no other nominations, Councillor Eley was duly elected Chairman of the Planning Committee for the year 2019/20.

For Vice Chairman, Councillor Roberts was proposed by Councillor Eley and seconded by Councillor Lobar.

Councillor Roberts was duly elected Vice-Chairman of the Planning Committee for the year 2019/20.

**Meeting Schedule**

Councillor Eley concerns regarding the quantity of Councillors on the planning committee and requested that Council re-consider the meeting schedule due to the change of staffing and the implication on other committees as holding Planning on a separate evening has resulted in very few Tuesdays available on the calendar for other committees to meet.

On a proposal by Councillor John, seconded by Councillor Ferry, it was **AGREED** that delegated authority be given to members of the Policy & Resources Committee due to meet on 21<sup>st</sup> May to consider whether future Planning Meetings should revert to start at 7pm before Leisure and Environment Committee Meetings.

Councillor Wyatt requested a recorded vote.

For: Councillors Birch, Roberts, John, Lobar, Crosbie, Ferry, Eley and Humphrey.

Against: Councillors Bentley and Wyatt.

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

Councillor Roberts was duly appointed to the Policy and Resources Committee for the year 2019/20.

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

Councillor Lobar was duly appointed to the Staffing Committee for the

year 2019/20.

#### **14.8 Neighbourhood Plan Committee**

The membership of the Leisure Committee was **AGREED** as follows: Councillors Eley, John, Roberts and Shearring.

For Chairman, Councillor Eley was proposed by Councillor Shearring, seconded by Councillor John.

There being no other nominations, Councillor Eley was duly elected Chairman of the Neighbourhood Plan Committee.

For Vice-Chairman, Councillor John was proposed by Councillor Eley, seconded by Councillor Shearring.

There being no other nominations, Councillor John was duly elected Vice-Chairman of the Neighbourhood Plan Committee.

The membership was **AGREED** as follows: Councillors Birch, John, Wyatt, Eley, Ferry and Lobar.

#### **14.9 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, Wyatt, Eley Ferry and Lobar

##### **Events Sub Committee (reporting to Leisure)**

The membership was **AGREED** as follows: Councillors Crosbie, Ferry and Humphrey.

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

The membership was **AGREED** as follows: Councillors Bentley, John, Humphrey and Crosbie.

##### **Special Expenses**

The membership was **AGREED** as Councillors Roberts, Birch and Wyatt.

#### **Nominations of Council Representatives on Other Bodies 2019/20**

Champions Manor Hall Users Group	Town Mayor and Deputy Town Mayor.	P&R
Chelmsford Borough and Basildon District Councils – Parish Passenger Transport	Councillor Bentley	Env
Community Rail Partnership	Vacant	Env
Council Footpaths Officer	Councillor Weir-Ewing	Council
	Vacancy	
Health and Social Care Group	Councillor John	Council
Larger Local Council's Forum	Councillor John	P&R
Marsh Farm Forum	Councillor Wyatt	Leisure
Pool Project Group	Councillor Shearring	Leisure
South Woodham Playing Field Management Committee	Councillor Humphrey	Council
Tree Warden Scheme	Councillor John	Env
Village Hall Trust Management Committee	Councillor Roberts	Council
William de Ferrers Users Committee	Councillor Wyatt	Leisure
Chelmsford Local Councils Group	Councillor John	P&R

**15 Media Contact**

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

- The new Town Mayor and Deputy Town Mayor for 2019/20.
- Co-option

**16 Next Meeting**

The next meeting of the Council will be on 18th June 2019, at 8pm. Councillor Humphrey sent apologies for this meeting.

There being no further business to discuss the Chairman closed the meeting at 9.13pm.

Signed .....

Date: 5<sup>th</sup> June 2018