

SOUTH WOODHAM FERRERS TOWN COUNCIL

MINUTES of the meeting held on Tuesday 14th January 2020 at 8.00pm
at
Champions Manor Hall

Present:

Councillor A Shearring (Town Mayor in the Chair)

Councillor R Massey	Councillor M O'Brien
Councillor K Bentley	Councillor J Birch
Councillor A John	Councillor M Sismey
Councillor I Hammond	Councillor J Birch
Councillor I Roberts	Councillor D Eley
Councillor P Wyatt	Councillor L Kelly
Councillor R Crosbie	

In attendance: Town Clerk, Town Clerk Assistant

C74 Apologies for Absence

Apologies for absence were **RECEIVED** and **ACCEPTED** from Councillors Ferry, Lobar and Humphrey. Co-option applicant John Burman.

C75 Dispensation Considerations

None received.

C76 Declarations of Interest

No declarations of interest received.

C77 Confirmation of Minutes

The minutes of the meeting held on 12th November 2019 were agreed and signed as a true record of the meeting.

Proposed: Councillor A John

Seconded: Councillor D Eley

Vote: Carried

C78 Public Questions

A member of South Woodham Ferrers Health & Social Care Group was available to answer questions, this was covered at minute ref 86.3

C79 Casual Vacancies

Councillors considered the two applicants circulated under separate cover for co-option which had the deadline of Monday 6th January 2020 for completed applications. Neither were present at the meeting.

79.1 Elmwood Ward Vacancies

One application has been received which members considered and requested that the applicant attends the March meeting to provide information not available on the application form.

Proposed: Councillor K Bentley

Seconded: Councillor A John

Vote: Carried

79.2 Woodville Ward Vacancy

One application was received from John Burman which members considered and proposed to accept.

Proposed: Councillor A John

Seconded: Councillor K Bentley

Vote: Carried

C80 Election of Members to Council Committees / Sub-Committees and Working Parties for 2019/2020

80.1 Environment and Open Spaces Committee (up to 12 Members)

(currently 7)

No additional applications received;

80.2 Leisure and Community Committee (up to 12 Members)

(currently 7)

Councillor Burman was appointed to the Leisure Committee;

80.3 Planning Committee (up to 12 Members) (currently 7)

No additional applications received;

80.4 Neighbourhood Plan Committee (up to 12 Members) (currently 7)

Councillor Bentley was appointed to the Neighbourhood Plan Committee;

80.5 Masterplan Committee (Currently 6)

No additional applications received;

80.6 Community Resilience Team (reporting to Council)

No additional applications received;

80.7 Youth Club Working Party (reporting to Leisure)

No additional applications received.

C81 Reports from Committee and Working Party Chairmen

81.1 Environment and Open Spaces Committee

It was noted that a meeting was held on 17/12/2019

- Hanging Basket contract was renewed with Plantscape / Planters new contract Amethyst
- Garden of Remembrance – Replacement footpath through the scattering copse

81.2 Leisure and Community Committee

It was noted that a meeting was held on 26/11/19.

- Approved Youth Club project, further notes under Youth Club working party.

81.3 Planning Committee

It was noted that meetings were held on 26/11/19 & 17/12/19.

- Response given to Essex Highways re the pedestrian crossings on the B1012 Burnham Road and Hullbridge Road for their request for comments by 8th November.

81.4 Policy and Resources Committee

It was noted that a meeting was held on 03/12/2019.

- Community Infrastructure Levy will be allocated to Environment to spend on signage.

81.5 Masterplan Committee

It was noted that a meeting was held on 19/11/19.

Masterplan has been delayed due to purdah restrictions, formal consultation is expected mid to late February.

81.6 Neighbourhood Plan Committee

No meeting held since last Council meeting due to purdah restrictions.

81.7 Youth Working Party

It was noted that a meeting was held on 30/10/19

- Pre Launch date is set for Friday 31/1/20 6.30-8.00pm at Champions Manor Hall
- Official Start date Friday 7th February 2020
Two sessions 6.00-7.030pm Years 7-9 and 7.30pm-9.00pm Years 10-13
- 4 volunteers appointed and training and DBS checks being processed by Essex Youth Services

C82 Budget and Precept 2020/21

82.1 The Council was asked to consider and agree the Council's budget for 2020/21 as recommended by the Policy and Resource Committee PR61.4.

Proposed: Councillor I Roberts

Seconded: Councillor A John

Vote: Carried

82.2 A gross precept of £428,187 was proposed for submission for 2020/21 to Chelmsford City Council.

Proposed: Councillor I Roberts

Seconded: Councillor A John

Vote: Carried

C83 Annual Town Meeting

The Annual Town Meeting scheduled for 7th April will be rescheduled for the 3rd March to allow for promotion of the Neighbourhood Plan, the planned Council meeting on 3rd March will be held on 10th March.

Proposed: Councillor I Roberts

Seconded: Councillor A John

Vote: Carried

C84 Training and Councillor Skills

Councillor Short Training Course: This will take place at Champions Manor Hall during the evening of 24th February 2020 with all Councillors and staff invited and expected to attend.

Community Resilience Team Training: This will take place in late February / March. Awaiting confirmation of date.

C85 Chelmsford City Council / Essex County Council

Councillor Massey reported from Chelmsford City Council:

- Councillor Massey reported on the Creekview Green Community project, with new fences at Creekview Green being part of the new administration's plan to plant a tree for every resident in the Borough. A community planting day is scheduled for Sunday February 2nd.

Councillor Massey reported from Essex County Council:

- A request to Chelmsford City for funds to resurface the A132 is unlikely due to cost with the most recent estimate to resurface the whole road being approximately £10-£12 million. Councillor Massey will request that City Councillor Bentley assesses the present condition of the road.
- An update on possible costings of the Army & Navy Flyover in Chelmsford was given by Councillor Massey. Demolition of the Army & Navy flyover is due to start on February 10th with the majority of the structure due to be recycled and sections to be preserved for display at County Hall and Chelmsford Museum. The Essex County Council have made representations to central Government that the Army & Navy is a regional asset and justifies central government funding which has been granted by Westminster. Latest estimates to replace the flyover (no particular option has been decided) are between £50 and £60 million.
- Central Government funding has also been agreed for the new railway station at Beaulieu at £283 million and the bypass from Boreham to Channels £60 million, although additional developer contributions are due from the Beaulieu project.
- Councillor Massey will enquire the possibility of using the Chetwood community site for The Men's Shed Association if other sites not available.
- Concerns of A414 due to the increased traffic from the Dengie area.

C86 Reports from Representatives of Outside Bodies by Lead Councillors

86.1 South Woodham Ferrers Village Hall Trust Management Committee

Councillor Roberts reported from the South Woodham Ferrers Village Hall Trust Management Committee that the new CCTV system is nearly finished with linkage to Chelmsford City Council and Champions Manor Hall needed to complete.

86.2 South Woodham Playing Fields Management

No report from Councillor Humphries since a meeting has not taken place since the last Council meeting.

86.3 Health and Social Care Group

Councillor John gave an update on Crouch Vale Medical Centre with a representative of South Woodham Ferrers Health & Social Care Group also reporting and available to answer questions.

C87 Town Mayor's Announcements

The Town Mayor's event will this year be on Saturday 25th April 2020, this will be held at Champions Manor Hall with refreshments.

C88 Next Meeting

To be held on 10th March 2020.

There being no further business to discuss the Town Mayor closed the meeting at 10 pm.

Signed
(Chairman of the Meeting)

Date: 10th March 2020

**LEISURE COMMITTEE
COMMITTEE ESTIMATES 2020/21**

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.09.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.09.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Bandstand	630	1,000	220	550	1,000	Play Schemes	3,614	3,500	767	3,037	2,750
Allotments	250	300	0	300	308	Open Spaces Maintenance	3,133	4,000	1,555	4,000	4,000
Bowls Club	3,654	3,745	3,745	3,745	3,839	Open Spaces Maintenance (John Cox)	10,716	12,000	4,269	12,000	12,000
Christmas Lights	5,100	3,542	5,100	5,100	5,100	Bandstand (ER)	1,752	600	64	3,000	600
Community Events Income	3,377	13,930	25	3,500	3,700	Play Area & Blue Cage	5,260	5,000	444	5,000	2,500
						Play Area & Blue Cage (ER)	1,000	1,000	1,000	1,000	1,000
						Community Events	12,035	20,595	875	12,775	16,050
						Swimming Pool Subsidy	10,000	10,000	0	10,000	10,000
						Bowling Green Maintenance	4,255	850	480	1,400	1,000
Total income	13,011	22,517	9,090	13,195	13,947	Bowling Green Sinking Fund (ER)	3,654	3,745	0	3,745	3,839
						Christmas Lights	15,365	15,000	285	15,500	20,000
						Christmas Lights remedial works	75	-	-	-	-
						Youth Support	-	-	-	-	1,000
						Marsh Farm Road Allotments (ER)	395	300	0	300	308
Proposed Expenditure	75,047					Total expenditure	71,254	76,590	9,739	71,757	75,047

Precept required	£61,100
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Proposed precept 2020/21	£58,100
Actual precept 2019/20	£54,073
Increase	£4,027
Percentage increase	7.45%

a/ Scheme has changed and Chelmsford City Council no longer offer half day sessions.

b/ Concerns regarding the cost of the repairs to the safety flooring Committee to consider replacing flooring as Town Clerk reports that the cost of the maintenance is likely to exceed the £2500 budgeted. Leisure Committee future project to review flooring

c/ Increase to Christmas Fayre budget and funding towards VE/VJ Day

d/ To obtain costings of new bowling green as the maintenance costs are increasing due to age

e/ Christmas lights increased by £5,000, Town Council at end of current contractor so scheme being reviewed there is also anticipated costs with regard to fixings and fittings.

**ENVIRONMENT COMMITTEE
COMMITTEE ESTIMATES 2020/21**

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21*	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Garden of Remembrance (ER)	10,457	11,000	8,309	12,000	14,300	Street Furniture & Signage	3,101	5,000	2,790	5,500	6,000
Hanging Basket Income	389					Litter Control (supplies)	905	1,200	320	1,000	1,000
						Garden of Remembrance Supplies	4,107	5,000	2,550	5,000	5,000
						Garden of Remembrance Maintenance*	16,273	5,000	2,698	7,000	7,000
						Garden of Remembrance (security)	4,182	4,182	3,831	4,182	4,182
						Floral displays in South Woodham Ferrers	10,935	11,000	10,566	10,566	13,000
Total Income	10,846	11,000	8,309	12,000	14,300	Roundabout sponsorship	1,665	1,665	1,665	1,665	1,800
						Fenn Maintenance	2,762	4,500	2,521	4,500	4,500
						Millennium Place (ER)	491	200	0	200	200
						Station Adopters	3,000				
						Noticeboard replacement	2,190				
						Contingencies	50				
						Water	74				
						Fenn Boards	4,400				
						WW1 Silhouette	1,469				
Proposed expenditure	42,682					Total Expenditure	55,604	37,747	26,941	39,613	42,682

Precept required	£28,382
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Proposed precept 2020/21	£28,382
Actual precept 2019/20	£26,747
Increase	£1,635
Percentage increase	6.1%

(ER) = Earmarked Reserve

Budget Notes

*This amount includes a 20% increase could be used to incorporate maintenance to enable the £8000 to be lowered

Garden of remembrance maintenance, is too low the £5000 only covers John Davies contract there are additional overheads which are required such as painting benches, painting rotunda, annual tree works these are not projects.

previous budgets the budget for maintenance has been as followed 2015/2016 £13,000, 2016/2017 £13,000, 2017/2018 £8,000 2019/2020 £5,000.

**POLICY AND RESOURCES COMMITTEE
COMMITTEE ESTIMATES 2020/21**

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Bank Interest	1,882	1,000	0	1,500	1,500	Office Costs	52,771	47,000	20,967	47,000	51,950
Leases and Wayleave	549	550	0	550	550	Salaries	165,030	150,000	67,877	150,000	150,000
CMH Income	72,405	78,700	35,154	88,700	108,700	NI and Tax	17,230	23,000	18,635	37,270	39,000
						Superannuation	46,379	40,000	17,985	40,000	40,000
						Payroll contract	693	1,000	217	1,000	1,000
						Petty Cash	12	100	0	50	50
						Staff Uniform & Travel	1,235	1,000	352	1,000	1,000
						Training - Staff	3,369	3,000	697	2,500	5,000
						Training - Councillors	106	2,000	259	1,500	2,000
						Recruitment	0	450	172	450	450
Total Income	74,836	80,250	35,154	90,750	110,750	Subscriptions	2,155	2,500	1,896	2,000	2,000
						Publications	0	200	79	200	200
						Marketing	730	500	0	250	500
						Audit	2,150	2,500	2,346	2,346	2,500
						Insurance	4,824	3,445	2,551	2,551	3,000
						Civic Budget	3,008	1,200	240	1,200	1,200
						Members' expenses	163	300	0	300	300
						Member's basic allowance	7,683	10,320	3,750	7,000	10,320
						Loan Repayment	23,626	23,626	22,882	22,882	22,324
						IT contract & equipment	6,764	6,000	2,146	6,000	6,000
						Elections (ER)	0	850	308	542	850
						Earmarked Grants	0	0	2,250	300	2,250
						Grants	6,125	10,000	250	8,000	8,000
						CMH Expenses	75,257	63,911	39,268	63,635	64,961
						Litter Control (depot rent)	1,100	1,100	0	1,100	1,100
						Contingencies	226	1,500	64	1,500	1,500
						Professional Fees	20,012	2,000	645	2,000	2,000
						Project Fund	0	28,563	0	28,563	30,000
Proposed expenditure	449,455					Total Expenditure	440,648	426,065	205,836	431,139	449,455

Precept Required	338,705
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(ER) = Earmarked Reserve

Proposed precept 2020/21	£338,705
Actual precept 2019/20	£348,065
Decrease	-£9,360
Percentage decrease	-2.69%

**CHAMPIONS MANOR HALL COMMUNITY CENTRE
ESTIMATES 2020/21**

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Rent from ESO Depot	1,100	1,100	0	1,100	1,100	Electricity - Supply	7,135	7,000	3,046	6,880	7,000
Rent from Office use	17,600	17,600	0	17,600	17,600	Water - Supply	514	700	267	310	700
Lettings	53,705	60,000	35,154	70,000	90,000	Sewage Service	144	350	0	360	350
						Gas - Supply	1,011	1,600	9	1,600	1,600
						Rates	9,446	9,500	9,663	9,663	10,000
						Cleaning	13,133	15,000	5,959	15,000	15,000
						Maintenance	10,014	18,000	10,012	18,000	18,000
						Sundries	2,308	2,000	114	2,000	2,000
						Major Repair Fund (ER)	23,853	5,000	6,779	5,000	5,000
						Administration	1,791	2,250	565	2,250	2,285
						Insurance	1,376	1,476	1,435	1,476	1,476
						PRS Licence	1,090	485	546	546	1,000
						Security	3,442	550	630	550	550
Total Income	72,405	78,700	35,154	88,700	108,700	Total Expenditure	75,257	63,911	39,025	63,635	64,961

(ER) = Earmarked Reserve

BUDGET 2020/21

INCOME	2020/21	2019/20	EXPENDITURE	2020/21	2019/20
	£	£		£	£
Environment Committee	14,300	11,000	Environment Committee	42,682	37,747
Leisure Committee	13,947	22,517	Leisure Committee	75,047	76,590
Policy & Resources Committee	110,750	80,250	Policy & Resources Committee	449,455	428,315
Total Income	138,997	113,767	Total expenditure	567,184	542,652

Proposed Precepted Expenditure 567,184

Total Precept required	428,187
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Proposed Precept 2020/21 net	428,187
Precept 2019/20 net	428,885
Actual Precept Decrease	-698
Percentage decrease	-0.16%

Council Tax Calculation

Band D Council Tax 2020/21	£68.72
2019/20 taxbase £6,044	
Band D Council Tax 2019/20	£70.96
Increase band D Council Tax	-£2.24
Percentage decrease	-3.16%

Please note tax base figure is £6,085.04
2019/20 tax base was £6,044.00