

WOODHAM FERRERS & BICKNACRE PARISH COUNCIL

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**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

AGENDA

ANNUAL PARISH COUNCIL MEETING

5th May 2026

THE PITMAN ROOM, BICKNACRE MEMORIAL VILLAGE HALL

7.30pm

Councillors: You are hereby summoned to attend the Annual Parish Council Meeting of Woodham Ferrers & Bicknacre Parish Council to be held at the above venue on Tuesday 5th May 2026 at 7.30pm, for the purpose of transacting the business set out in the agenda below.

Members of the Public: Members of the public and press are welcome to attend. In accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded from the meeting during consideration of any items of a confidential nature.

There will be an opportunity for members of the public to speak during the Public Forum.

Lucy White - Clerk to the Council.

29th April 2026.

76/26 - Election of Chairman

To receive nominations and elect the Chairman for the forthcoming Municipal year. The new Chairman to sign the Declaration of Acceptance of Office.

Note: If the Chairman is absent, the Declaration of Acceptance of Office may be signed at or before the next meeting.

77/26 - Election of a Vice Chairman

To receive nominations and elect the Vice Chairman for the forthcoming Municipal year.

78/26 - Apologies for Absence

To receive and approve apologies for absence.

79/26 - Declaration of Interests

To receive any Disclosable Pecuniary Interests or other interests.

80/26 - Admission of the Public

To resolve, in accordance with the Public Bodies (Admission to Meetings) Act 1960, whether to exclude members of the public from any part of the meeting.

81/26 Approval of Minutes

To approve the minutes of the meeting held on 7th April 2026.

82/26 - Public Forum

The Chairman to allow a maximum of 15 minutes for members of the public to address the Council (this may be extended at the discretion of the Chairman).

83/26 - Report from Chelmsford City Council

Cllr Taylor / Cllr Dobson to report.

84/26 - Report from Essex County Council

Cllr Dobson to report.

85/26 – Review of Delegation Arrangements

To review and confirm delegation arrangements to the Clerk.

86/26 - Appointment of Committees, Working Groups and Leads

Members to review and agree membership of Committees, Working Groups and Councillor Lead roles:

- Personnel Committee
- Planning Lead(s)
- Lodge Road Development Working Group
- Bicknacre Pavilion Project Working Group

87/26 - Appointment of Representatives to Outside Bodies

Members to appoint Council representatives to outside bodies:

- Woodham Ferrers Village Hall
- Bicknacre Memorial Village Hall
- 20's Plenty
- Stow Maries Great War Aerodrome
- Friends of Priory Fields

88/26 - Policies and Procedures

The following to be reviewed and adopted:

- Standing Orders
- Financial Regulations
- Internal Controls Policy
- GDPR – General Privacy Notice
- GDPR – Document Retention Policy
- GDPR – Information and Data Protection Policy
- Personnel Committee Terms of Reference
- Complaints Procedure
- Freedom of Information Policy
- Risk Register
- Risk Assessment and Management Policy
- EV Charging Point Usage Policy

89/26 - Review of the Asset Register

Members to review and approve the Asset Register.

90/26 - Insurance

Confirmation of arrangements for insurance cover in respect of all insurable risks.

91/26 - Date, Time & Place of Meetings – 2026-2027

Members to agree the dates, times and venues of meetings up to and including the next Annual Council Meeting and the Annual Parish Meeting 2027.

92/26 - IT Security and Communications

Members are requested to confirm, by signing the relevant documentation, that they agree to and will adhere to the following requirements:

- Use of their assigned .gov.uk email address for all Council-related correspondence;
- Not using devices running unsupported operating systems (including Windows 10 or earlier where no longer supported) for Council business;
- Receiving official communications electronically (including email and, where appropriate, WhatsApp);
- Compliance with the Council's IT and Communications Policy;
- Confirmation that they do not retain personal or sensitive Council data unnecessarily and that such data is securely deleted when no longer required, in accordance with the Council's Data Protection and Retention Policies.

93/26 - Ormands Crescent

Members to consider measures to prevent vehicles parking on grassed areas and kerbs at Ormands Crescent, and to agree any appropriate actions.

94/26 – EV Charging Points

Members to consider correspondence received from a resident, review and approve the associated Risk Assessment, and note that the EV charging point has been added to the Council's insurance policy and Asset Register.

95/26 - Planning

The following planning application to be considered and comments agreed:

Reference: 26/00330/REM

Address: Land north of South Woodham Ferrers Burnham Road, South Woodham Ferrers

Description of works: Application for the approval of reserved matters (layout, scale, appearance, and landscaping) pursuant to outline planning permission 22/00311/OUT, comprising 190 residential dwellings (Use Class C3), internal roads, public open space (including children's play space and SuDS), allotments, and a pumping station, together with associated landscaping and car parking.

96/26 - Finance

Members to note and approve the current schedule of Receipts and Payments between 1st April and 29th April 2026. (This document is available to view on the Parish Council's website at www.woodhamferrersandbicknacre-pc.gov.uk. A printed copy can be requested from the Clerk.):

- Members to approve the Clerk as Responsible Financial Officer for 2026-2027.
- Members to approve annual subscriptions to EALC and NALC, Essex Wildlife Trust, SLCC and Zoom.
- Members to review expenditure incurred under Section 137 of the Local Government Act 1972.
- To confirm that the Council meets the eligibility criteria for, and continues to adopt, the General Power of Competence.
- Members to review and agree the bank mandates.
- Members to review and approve the use of the following payment methods:
 - Variable direct debit.
 - BACS / CHAPS Payments

- Standing Orders
- To consider and approve expenditure for the replacement of the gate at the Priory Fields / Priors Field entrance

97/26 - Bicknacre Memorial Village Hall / Car Park

To receive a report from the Clerk regarding Bicknacre Memorial Village Hall and Car Park.

98/26 - Priory Fields

Members to consider a request from a resident for a key to the entrance to Priory Fields from Priors Field.

99/26 - Woodham Ferrers Village Hall

To receive a report from the Clerk regarding Woodham Ferrers Village Hall.

100/26 - Annual Parish Meeting

Members to consider the outcomes of the Annual Parish Meeting.

101/26 - Councillors Invited to Share Any Other Business – NO RESOLUTIONS

Members are invited to share any other business. No decisions may be taken under this item.

To resolve, in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

102/26 - The Friends of Priory Fields

Members to consider legal advice received and to receive a report on the meeting held with the Friends of Priory Fields on 17th April, regarding the management of the fields, and to agree the preferred governance structure and next steps.