



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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witham.gov.uk

## AGENDA

### WITHAM TOWN COUNCIL

Date: **Monday, 5<sup>th</sup> August 2024** Time: **7:30 p.m.**

Place: **Council Chamber, Town Hall, Newland Street, Witham, CM8 2FE**

**Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.**

To be present:

Councillors:

L. Barlow	(Town Mayor)	T. Hewitt
P. Heath	(Deputy Town Mayor)	J. Martin
E. Adelaja		R. Playle
P. Barlow		R. Ramage
J.C. Coleman		J. Robertson
J.M. Coleman		A. Sloma
B. Fleet		B. Taylor
L. Headley		E. Williams

Nikki Smith  
Town Clerk  
NS/GK/30.7.2024

#### **1. APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

#### **2. MINUTES**

To receive the Minutes of the Meeting of Town Council held 8<sup>th</sup> July 2024 (previously circulated).

**3. INTERESTS**

To receive any declarations of interest that Members may wish to give notice of on matters pertaining to any item on this agenda.

**4. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

An opportunity to enable members of the press and public present to comment.

*Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G)*

**5. APPOINTMENT TO COMMITTEES**

To welcome Councillor J Robertson to the Council and to confirm his appointment to the Community and Environment Committees and Climate Change Working Group.

**6. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE**

To receive reports from Essex County and Braintree District Councillors on matters relating to Witham.

**7. TOWN MAYOR'S ENGAGEMENTS**

To receive details of the Town Mayor's engagements attended for period 4<sup>th</sup> July – 31<sup>st</sup> July 2024 attached at page 4.

**8. TOWN CLERK'S REPORT**

To receive the Town Clerk's report on matters arising attached at page 5.

**9. LOCAL GOVERNMENT BOUNDARY DIVISION – ESSEX COUNTY COUNCIL**

To receive and note a report from the Local Government Boundary Division attached at page 6.

**10. AMENDMENT TO STANDING ORDERS**

To receive an amendment to Standing Orders attached at page 7.

**11. CCLA PUBLIC SECTOR DEPOSIT FUND**

To receive a report on the CCLA Public Sector Deposit Fund attached at page 8.

**12. COMMITTEE REPORTS**

(a) **Planning and Transport Committee held 8<sup>th</sup> and 22<sup>nd</sup> July 2024**

Minutes 41 to 66 (inclusive)

To receive a report of the Meetings.

(b) **Environment Committee held 22<sup>nd</sup> July 2024**

Minutes 1 to 17 (inclusive)

To receive a report of the Meeting.

**13. EXCLUSION OF THE PRESS AND PUBLIC**

**TO RESOLVE** That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S3) of the Local Government Act 1972.

**14. WAYLEAVE AGREEMENT**

To receive a report.

**15. LAND TRANSFER**

To receive a report.

**16. ASSET TRANSFER**

To receive a report (to follow).

**17. TOWN HALL IMPROVEMENTS**

To receive a report.



## **LIST OF MAYOR'S ENGAGEMENTS BETWEEN 4<sup>TH</sup> JULY TO 31<sup>ST</sup> JULY 2024**

### **Witham Carnival Queen and Court Crowning, Saturday 6<sup>th</sup> July 2024**

Attended and judged the Witham Carnival Queen and Court Crowning.

### **New Rickstones Academy Summer Showcase, Thursday 11th July 2024**

Attended the New Rickstones Academy Summer Showcase at New Rickstones Academy.

### **The High Sheriff of Essex Summer Reception, Friday 12<sup>th</sup> July 2024**

Attended the Summer Reception of the High Sheriff of Essex.

### **Witham Carnival Procession, Saturday 13<sup>th</sup> July 2024**

Attended the Witham Carnival Procession in Witham Town Centre.

### **Witham Summer Fair, Sunday 21<sup>st</sup> July 2024**

Attended the Witham Summer Fair at the Holy Family and All Saints Catholic Church, Witham.

### **Complete Dance Studios Show, Wednesday 24th July 2024**

Attended the Complete Dance Studios Show at the Chelmsford Theatre.

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ITEM NO: 8

**Officer Report: Town Clerk's Report**

**Skate Park Improvements**

Work has started on the skate park improvements which are due to be officially opened at the end of October 2024.

**Changing Places Toilet**

The Changing Places Toilet is completed and an official opening ceremony will be held shortly.

**Braintree Pride**

WTC has confirmed their place at Braintree Pride which is being held on Saturday 10<sup>th</sup> August at Weavers Park 12-4pm.

**Music on the Brain**

The next WTC event is being held on Saturday 24<sup>th</sup> August 2024 3-7pm. We will not have a pop up stall but Councillors are invited to attend wearing their badges to help provide a council presence.

**Advice:** To receive and note.

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ITEM NO: 9

## Local Government Boundary Commission – Essex County Council

### Issue:

The Local Government Boundary Commission has now published its review.

The findings for Braintree are as follows-

#### **Braintree**

*Bocking, Braintree Eastern, Braintree Town, Halstead, Heddingham, Three Fields & Great Notley, Witham Town, and Witham West & Rural*

52 Braintree district is allocated eight councillors under a council size of 78. Our draft recommendations for this district were broadly welcomed.

53 Essex County Council, the Conservative Group, and a sizeable number of local organisations and councillors supported our draft recommendations, with several submissions welcoming the clear distinction between urban- and rural-based divisions. In response to a question raised in our draft recommendation report, Cllr G. Butland provided evidence of links between the parishes of Great Notley and Black Notley but did not argue strongly for them to be placed in the same division. Placing these parishes together in either Three Fields & Great Notley or Witham West & Rural divisions would lead to both divisions having poor electoral equality without significant other changes. Given the broad support for our draft recommendations, we are not persuaded to make this change.

54 The Liberal Democrat Group, while broadly welcoming the draft recommendations, suggested that Black Notley could be added to Three Fields & Great Notley division, with Finchingfield and Wethersfield parishes moved into Heddingham to compensate. We considered this, but the change would not only increase the geographic size of the already large Heddingham division but would leave Witham West & Rural with 19% fewer electors per councillor than average. We have therefore not adopted this proposal.

55 A resident suggested that the schools along Rickstones Road should be placed in Witham Town, rather than Braintree Eastern division. While we consider that the schools are likely to serve those in Witham, this change would split Rivenhall parish between divisions, requiring the creation of a parish ward with very few electors. We do not consider that this is compatible with the need to ensure effective and convenient local government and have not adopted this proposal. We confirm our draft recommendations in this area, and across Braintree, as final.

There are no recommendations to change the Braintree Boundaries.

### Advice:

To receive and note.

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**ITEM 10**

## Proposed Standing Orders Revision

- 1) Under 18(c) change £25,000 to £30,000 in line with Financial Regulations

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ITEM NO: 11

**Officer Report: CCLA Public Sector Deposit Fund**

**Issue:** The Council resolved to open an account with the CCLA Public Sector Deposit fund but when completing the paperwork it was discovered that the account requires two authorisations to operate the account regardless of the amounts contained within it.

Currently, in line with our Financial Regulations, two signatories are required under £5,000 and three over £5,000. When operating this account all payments, regardless of size would be made by two signatories, this requires an amendment to our Financial Regulations which currently say-

5.3) Each payment must be signed and approved by two signatories. All payments over £5,000 must be signed and approved by three signatories.

**Advice:** To consider whether to amend the financial regulations to allow the operating of a CCLA Public Sector Deposit Fund

NS/31.07.2024

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