

CHELMSFORD ASSOCIATION OF LOCAL COUNCILS

Supporting Parish and Town Councils in the District of Chelmsford

Chair: Cllr Bob Kilvington

Association Clerk: Louise Flavell email: clerk.chelmsfordalc@gmail.com

MINUTES OF THE MEETING HELD ON: 18th June 2025 at Great Baddow Parish Hall, 19 Maldon Road, Great Baddow, Essex CM2 7DW at 7.15pm

PRESENT: Peter Eckington (Boreham), Margaret Bleet (Broomfield), Geoffrey Garfield (Broomfield), Melanie Williamson (Chelmsford Garden), Andrew Wright (Chelmsford Garden), Michelle Harper (Danbury), April Chapman (Danbury), Malcolm Thomas (East Hanningfield), Malcolm Johnston (Good Easter), Graham Seeley (Good Easter), James Raven (Great and Little Leighs), Veronica Sadowsky (Great Baddow), Bob Kilvington (Great Baddow), Steve Gilbert (Great Waltham), Alan Martin (Great Waltham), Alan Roche (Little Baddow), Joe Parsad (Rettendon), Cathy Nixon (Rettendon), Hazel Evans (Rettendon), Dianne Francombe (Rettendon), Anton Shelupanov (Roxwell), Brian Perry (Roxwell), Ken Smith (Roxwell), Jurgita Norinkeviciute (Runwell), Paul Clark (Runwell) Cedric Calmeyer (Sandon), Martin Cross (Sandon), Mia Barnett (South Woodham Ferrers), Karen Kuderovitch (Springfield), Karen Jones (West Hanningfield), Mike Eldred (EALC), Charlene Slade (EALC) and Louise Flavell (Clerk).

APOLOGIES: Chelmer Village, Chignal, Galleywood and Little Waltham.

1. Introduction to Working Group

Bob Kilvington (BK) gave an overview of the background to setting up the meeting including the formation of a working group culminating in a positive response from 21 out of 28 Parish/Town Councils. BK advised the importance of the Chelmsford Association of Local Councils (CALC) is to engage, as well as gaining support from EALC and Chelmsford City Council. Melanie Williamson (MW) advised it is important encourage Councils to share lessons learned and to network.

2. EALC Presentation

Mike Eldred and Charlene Slade gave a presentation on EALC and the support they would be able to give CALC. The presentation will be e-mailed to attendees. A question and answer session followed.

3. Proposal to form CALC

A ballot paper vote took place as a resolution to establish the Chelmsford Association of Local Councils. This resulted in 17 votes for and 0 votes against. The formation of CALC was confirmed.

4. Election of Officers

The following officers were elected for a one year term:

Chair: Bob Kilvington, proposed by Melanie Williamson and seconded by Joe Parsad and agreed unanimously.

Vice Chair: Joe Parsad, proposed by Hazel Evans and seconded by Melanie Williamson and agreed unanimously.

Committee Members: Karen Jones, Melanie Williamson, Margaret Bleet, Alan Roche, Anton Shelupanov, Karen Kuderovitch

Confirmation of two members to attend EALC Executive Committee: Bob Kilvington and Joe Parsad to attend the EALC meeting on 10th July. Attendance at the next EALC meeting on 4th September, to be discussed at next Committee meeting.

Confirmation of Clerk: Louise Flavell, proposed by Bob Kilvington and seconded by Melanie Williamson and agreed unanimously.

5. Agreement of Constitution

The Constitution and the name of the Constitution was agreed as Chelmsford Association of Local Councils (CALC), proposed by Martin Cross and seconded by Melanie Williamson and agreed unanimously.

The Constitution will be discussed further at next Committee meeting.

The aims and objectives of CALC were discussed and the following items were proposed:

- LGR – the need to be more proactive and to work closer with EALC to affirm the positioning of Parish and Town Councils.
- The need to be heard – Parish and Town Councils have a meaningful voice and it is important to demand Chelmsford City Council and Essex County Council/Unitaries listen to them. Council members are there to make a difference to their communities.

Action: Committee to draft an Aims and Objectives document/set of questions for discussion at a virtual meeting in August.

6. Future Meetings

Committee Meeting – to be confirmed (before 10th July).

Members Virtual Meeting – to be confirmed (beginning of August)

Members Face to Face Meeting – 15th October 2025 at 7.30pm at Great Baddow Parish Hall.

There being no further business the Chair closed the meeting at 9.09 pm and thanked everyone for attending and providing valuable feedback.

Signed..... Date:.....

DRAFT